

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Commissary Manager

**SERIES NO.:**

1413

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the commissary manager occupation is to assist in managing or manage an institution commissary.

At the lowest level, incumbents manage a commissary in an institution not under the Ohio Department of Rehabilitation and Correction.

At the second level, incumbents assist in managing a commissary in an adult correctional facility.

At the highest level, manage a commissary in an adult correctional facility.

**CLASS TITLE:**

Commissary Manager

**CLASS NUMBER:**

14131

**EFFECTIVE DATE:**

11/25/2001

**CLASS CONCEPT:**

The first supervisory level works under direction & requires considerable knowledge of commissary procedures & services in order to manage operations & supervise personnel in commissary of institution not under Ohio Department of Rehabilitation & Correction.

**CLASS TITLE:**

Assistant Correctional Commissary Manager

**CLASS NUMBER:**

14132

**EFFECTIVE DATE:**

11/25/2001

**CLASS CONCEPT:**

The second supervisory level works under direction & requires thorough or knowledge of policies & procedures governing commissary sales & services & institution security practices in order to assist in managing commissary in adult correctional facility.

**CLASS TITLE:**

Correctional Commissary Manager

**CLASS NUMBER:**

14133

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The managerial level works under direction & requires thorough knowledge of policies & procedures governing commissary sales & services & institution security practices in order to manage commissary in adult correctional facility to include drafting & implementing new & revised policy & procedures to comply with applicable rules & if assigned, supervise personnel.

<b>CLASS TITLE:</b> Commissary Manager	<b>CLASS NUMBER:</b> 14131	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

11/25/2001

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

For institutions under other than department of rehabilitation & correction, oversees institution commissary activities which provide consumers, residents &/or employees with sales & services (e.g., ensures that merchandise inventories are adequate & orders commissary merchandise; schedules work hours & daily tasks; monitors daily transactions & resolves problems or complaints; sets prices on merchandise; establishes commissary procedures; monitors cash received & resident accounts &/or prepares cash deposits; reviews invoices for accuracy; maintains account records & prepares operational & fiscal reports), supervises commissary employees, assigns & reviews work, & trains staff.

Fills consumer, resident, employee &/or ward orders for commissary items; operates cash register; processes consumer or resident accounts; inventories merchandise & stocks storeroom, shelves &/or counters; cleans & maintains service area; schedules deliveries &/or assists in loading & unloading merchandise & supplies; assists in menu preparation.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency, state &/or federal rules & regulations governing institutional commissary sales & service\*; bookkeeping; inventory control; purchasing\*; supervisory principles/techniques\*; employee training & development\*. Skill in operation of cash register, calculator or adding machine. Ability to apply principles to solve practical everyday problems; prepare & maintain fiscal & operational records & reports; establish friendly atmosphere as supervisor of commissary.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in inventory control; 1 course or 3 mos. exp. in bookkeeping; 6 mos. trg. or 6 mos. exp. in operation of cash register.

-Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpleasant elements (e.g., garbage) & consumer/resident noise in institution commissary.

<b><u>CLASS TITLE:</u></b> Assistant Correctional Commissary Manager	<b><u>CLASS NUMBER:</u></b> 14132	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**  
11/25/2001

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In institutions under Department of Rehabilitation & Correction, assists in managing commissary (e.g., assists in ordering, pricing & stocking; controls shortages & spoilages; oversees retailing & display of merchandise; maintains inventory control & records) & acts in absence of commissary manager.

Assists in maintaining security & sanitary conditions of commissary; checks available inmate funds, fills inmate orders & monitors inmate purchases.

Assists in overseeing or oversees inmate workers assigned to commissary (e.g., prepares & issues conduct reports as necessary; trains inmate workers; assists in placement of inmate workers).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency & state rules & regulations governing institutional commissary sales & service & institution security\*; bookkeeping; inventory control; purchasing; supervisory principles/techniques\*; employee training & development\*. Skill in operation of cash register, calculator or adding machine. Ability to apply principles to solve practical everyday problems; prepare & maintain fiscal & operational records & reports; cooperate with co-workers & monitor inmate workers.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in retail sales to include purchasing, inventory control, bookkeeping/record-keeping & operating cash register or adding machine.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Correctional Commissary Manager	<b>CLASS NUMBER:</b> 14133	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In institutions under Department of Rehabilitation & Correction, plans & coordinates all commissary operations (e.g., sets up initial interviews with prospective vendors; orders all items stocked & ensures stock levels are maintained to match inmate shopping habits; prices merchandise in accordance with audit guidelines; prepares commissary budget), & drafts & implements new & revised commissary policies & procedures to comply with applicable rules, & if assigned, supervises & schedules employees & inmate workers.

Maintains security, order & sanitary conditions in commissary; is responsible for shortage & spoilage control in commissary; oversees personnel & inmate workers in retailing & display of merchandise.

Balances daily sales with inmate's charge slips to be deposited daily with cashier; validates inmates' accounts & expenditures; completes related reports & records (e.g., accounting reports; incident, theft, shrinkage or loss of merchandise reports); corresponds with sales persons; handles complaints & grievances from inmates about guarantees & warranties of merchandise.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency & state rules & regulations governing institutional commissary sales & service & institution security\*; bookkeeping; inventory control; purchasing; supervisory principles/techniques; employee training & development. Skill in operation of cash register, calculator or adding machine. Ability to apply principles to solve practical everyday problems; prepare & maintain fiscal & operational records & reports; establish friendly atmosphere as supervisor of commissary.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in retail sales to include purchasing, inventory control, bookkeeping/record-keeping & operating cash register or adding machine; 6 mos. trg. or 6 mos. exp. in supervisory principles & techniques or in training & monitoring work activities of others.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.