

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Commissary Worker

SERIES NO.:

1421

MAJOR AGENCIES:

Rehabilitation and Correction

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the commissary worker occupation is to provide prompt & courteous service to commissary customers (e.g., employees, inmates, residents & visitors) in accordance with institutional commissary laws & regulations.

At the lowest level, incumbents operate a cash register to record daily sales transactions, stock shelves, fill orders & maintain sanitary & orderly condition of the commissary. At the higher level, incumbents act as lead worker over lower-level commissary workers &/or inmates.

CLASS TITLE:

Commissary Worker 1

CLASS NUMBER:

14211

EFFECTIVE DATE:

01/23/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of regulations & procedures governing institutional commissary sales in order to fill orders, operate cash register, stock shelves & maintain orderly & sanitary condition in institution commissary.

CLASS TITLE:

Commissary Worker 2

CLASS NUMBER:

14212

EFFECTIVE DATE:

01/23/1994

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of regulations & procedures governing institutional commissary sales in order to act as lead worker (i.e., provide work direction & training) over lower-level commissary workers &/or inmates in institution commissary.

CLASS TITLE Commissary Worker 1	CLASS NUMBER: 14211	BARGAINING UNIT: 05
---	-------------------------------	-------------------------------

EFFECTIVE DATE

01/23/1994

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.)

Fills resident, inmate, employee & ward orders for commissary items, operates cash register, serves counter customers & submits daily transaction report to commissary manager or business office (e.g., writes charge slips, enters debits & credits on residents' &/or inmates' accounts; maintains daily log for sales slips, receipts & records; operates grill & fountain equipment to serve commissary items such as sandwiches, soups & beverages; sells candy, cigarettes, potato chips & other packaged items to residents, inmates, employees & visitors).

Assists in taking inventory, ordering merchandise to stock commissary storeroom, shelves & counters & pricing & labeling of stock; maintains display of merchandise on shelves & counters; prepares requisition requests for transfers of sale items; receives stock, fills shelves & validates deliveries; fills wholesale orders according to oral or written requests; replenishes stock in show cases & shelves from storage area.

Performs variety of miscellaneous related duties (e.g., maintains sanitary & orderly condition in work area & cleans all equipment used in food preparation such as grills, fryers, coffee makers, glasses & dishes; washes tables, display cases, counters, shelves & floors; performs general cleaning maintenance & empties trash; assists in training volunteers who work in commissary; assist in loading & unloading merchandise & supplies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal rules & regulations governing institutional commissary sales & service*; inventory control*; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of cash register. Ability to deal with problems involving several variables within familiar context; completes routine forms; sort items into categories according to established methods; lift up to 50 lbs. of merchandise repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages; 3 mos. trg. or 3 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:

Not applicable.

CLASS TITLE Commissary Worker 2	CLASS NUMBER: 14212	BARGAINING UNIT: 05
---	-------------------------------	-------------------------------

EFFECTIVE DATE

01/23/1994

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.)

Acts as lead worker (i.e., provides work direction & training) over lower-level commissary workers &/or inmates assigned to institutional commissary.

Assists commissary manager in overall commissary operations (e.g., assigns work schedules; checks all cash registers & receipts at end of each day; reconciles petty cash; prepares reports; conducts sales interviews to determine best cost; enforces custody institutional & departmental rules; orders food supplies; maintains commissary security by visual observations & search of residents &/or inmates) & acts in absence of commissary manager.

Assists in processing food orders, stocking shelves & maintaining sanitary & orderly condition of commissary.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; employee training & development*; security practices & procedures*; agency, state &/or federal rules & regulations governing institutional commissary sales & service*; addition, subtraction, multiplication, division, fractions & percentages. Skill in operation of cash register. Ability to define problems, collect data, establish facts & draw valid conclusions; complete routine forms; maintain accurate records; develop good rapport with inmates & customers; demonstrate strength to lift up to 50 lbs. of merchandise repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in commissary sales & service to include operating cash register.

-Or 6 mos. exp. as Commissary Worker 1, 14211.

-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.