

RECRUITMENT



Keefe Group, through its affiliates Keefe Supply Company, Keefe Commissary Network (KCN) and Access Securepak, is the nation's leading supplier of food, personal care products, electronics and clothing to the correctional commissary market.

An industry leader since 1975, Keefe has pioneered the evolution of products and packaging to fit the unique requirements of commissaries nationwide.

GENERAL PURPOSE OF THE JOB

Assist in providing commissary operations and services to assigned KCN Commissary location.

(For more information and salary, see Job Order#1167898 on the Maryland Workforce Exchange site)

TO APPLY: E-MAIL YOUR résumé to:

lisa.nash@maryland.gov

Please note: A criminal background check and a drug test are required.

Lisa Nash, Business Consultant
lisa.nash@maryland.gov
(410) 396-7873
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KEEFE COMMISSARY NETWORK, LLC *Hiring* Operations Team Members

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Deliver individually packaged orders to inmates at specified correctional facilities with the supervision of a correctional officer in a timely and efficient manner including, but not limited to:
- Positively identify the inmate.
- Obtain signature of inmate on 2 ply order receipt.
- Forward 2nd copy of order receipt back to inmate.
- Note: any and all discrepancies or damages on both copies of order receipt. Retain signed copy of order receipt.
- Retain and dispose of all plastic bags and trash generated in process.
- Account for all signed receipts.
- Responsible for sending required information and reports, including timesheets to Regional Distribution Center.
- Maintain all KCN areas/equipment/products in a neat, clean, and orderly manner and maintain American Correctional Association & American Jail Association standards/guidelines when applicable.
- Attend orientation and training, annual on-site security classes and remain current in certifications, as required by the Facility.
- Follow all the policies and procedures outlined in the KCN Best Business Practices Guide at all times.
- Complete miscellaneous duties assigned by KCN Commissary Manager.

QUALIFICATIONS:

- ***Must** be a self-starter who can work well with people in a correctional facility in a professional, upbeat manner. *Ability to work in a correctional environment.
- ***Ability** to work well with ever changing priorities, and or situations.
- ***Ability** to lift up to 50lbs and Familiarity with computers (including Microsoft Office programs) preferred.
- ***Must** qualify for correctional facility security clearance.