



Commissary

Commissary Slips

Commissary slips will be picked up on Monday morning until further notice.

/s/ M. Yoder, Asst. Supt. General Services

Miscellaneous

Mail Quarantine

"Per a directive from ODOC regarding COVID19, all outgoing mail is quarantined for at least 24

hours. Please anticipate a short delay in your mail being sent out." Thank you for understanding

/s/ T. Gushard, Exec. Asst. to the Supt.

SMH Orderly Position

The SMH Building is now accepting applications for an Orderly located in the SMH and Treatment Building. This recruitment will be used to fill one (1) position. A worker holding this position does not need experience in standard custodial and orderly work, but experience will be considered.

The work schedule is Monday through Friday 9:00 a.m.-4:00 p.m. PRAS points will be determined.

This position involves working mainly with security, and mental health staff, and includes, but is not limited to, the following duties;

- Collecting and disposing of trash from trash receptacles in both buildings
- Cleaning, stocking, and maintaining restroom facilities in both buildings
- Sweeping and mopping in both buildings
- Clearing off and cleaning surfaces and counters

This position is located inside a mental health treatment building and SMH admin areas, even though contact with Adults in Custody is possible, the

successful candidate will primarily be responsible for staff and common areas, not housing units.

The successful candidate will also demonstrate the following attributes:

- Positive attitude and truthful interactions with others
- No disciplinary history staff/inmate relationship, theft, or unauthorized area within the last 18 months or more
- Ability to work with limited direction and supervision
- Good judgement and decision making skills
- Reliability
- Ability to follow directions

Please direct all applications to LT. Shanley SMH L