

CORRECTIONS LAUNDRY OPERATOR

DESCRIPTION: Under limited supervision, plans, organizes, directs, coordinates, and controls operation of laundry, (washing, drying, ironing, sorting, delivery and maintenance) using inmate labor; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns, and directs the work activity of inmate staff to facilitate the attainment of the inmate's work goals and to ensure safety by consistent application of policies, procedures and guidelines.

Confers with and counsels inmate staff to exchange information and/or explain work policies, procedures, and guidelines and to identify work related problems and formulate possible solutions.

Reviews and compares work performance and/or products of inmate staff with established standards to determine employee production levels and training needs and to determine appropriate promotions, disciplinary actions, and grievance dispositions.

Trains inmate staff in the principles, practices, policies, and procedures of laundry operations to maintain and/or improve the safety and sanitation standards and production levels of employees in accordance with established work performance standards.

Inspects laundry equipment for condition to replace worn belts and filters, to lubricate equipment, to make minor repairs, or to refer malfunctions to maintenance.

Evaluates and selects the cleaning chemicals and the quantities to be used to ensure the laundry is cleaned and sanitized in a cost effective manner and to ensure compliance with established standards.

Consults with management in selecting and ordering new equipment or making major repairs to provide expert professional advice.

Answers inmate grievances to comply with established procedures and to bolster the moral of the inmates.

Records payroll data, production output, machine use, and other operating costs to comply with operations memorandums, supply management with reports, and have a permanent record.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: facility rules and regulations governing the conduct of offenders; general security and emergency procedures; principles of equipment repair and maintenance.

Ability to: organize the work area; understand and enforce rules governing legal offenders; control legal offenders; perform inspections and minor maintenance on equipment; maintain respect for and from inmates; understand and enforce rules governing inmates; train inmates in the different laundry operations.

CORRECTIONS LAUNDRY OPERATOR (continued)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: laundry operations; cleaning agents; sanitation requirements.

Ability to: communicate effectively orally and in writing with other staff and legal offenders; prepare reports; keep records.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Experience in commercial laundry operations with responsibility for procuring and storing cleaning agents and supervising subordinates.