

Click one of these links to see the Job Description for that class:

Job Code	Title
M79121	CORRECTIONS LAUNDRY OPERATOR
V79122	CORRECTIONS INDUSTRIES LAUNDRY MANAGER

CORRECTIONS INDUSTRIES LAUNDRY SERIES

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

In the Corrections Industries Laundry Series, positions are responsible for overseeing and participating in the operation of large-scale institutional laundry facilities within a correctional environment. This series supports the goals of correctional industries programs by providing structured, productive work opportunities for incarcerated individuals while delivering high-quality laundry services to correctional institutions and other public entities.

CORRECTIONS LAUNDRY OPERATOR

M79121

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

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.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These 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; laundry operations; cleaning agents; sanitation requirements.

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

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in commercial housekeeping, sanitation and/or laundry operations with responsibility for procuring and storing cleaning agents and supervising subordinates. Any equivalent combination of education and experience will be considered.

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CORRECTIONS INDUSTRIES LAUNDRY MANAGER

V79122

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under administrative supervision, this position has total responsibility for the Cornhusker State Industries Laundry Operation, a financially self-supporting business doing laundry (including pickup and delivery) for contracted customers. Responsible to develop policies and regulations, for strategic planning, safety and security, supervision and training of staff and inmates, production, quality control, equipment, payroll, budget preparation, and reports. Performs other work as assigned.

This is a one-of-a-kind position found only in the Department of Correctional Services. This position differs from other laundry manager positions in that this position is responsible for a financially self-supporting business rather than just providing a service for a single state agency

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.)

Supervision of staff and inmates which includes, but is not limited to, hiring, firing, discipline, performance evaluation and goal setting, training, payroll, etc.

Develops policies and procedures, rules and regulations, operational/production goals and standards, performance standards, etc.

Develops and maintains safety, security and health standards.

Develops quality control processes/procedures and ensures compliance.

Prepares biennial budget for CSI Director's approval.

Responsible for purchasing of all equipment, materials and supplies for business operations which includes developing RFPs for major purchases/service contracts.

Develops and maintains proper inventory controls and records to include shipping/receiving.

Prepared and submits reports as required/directed.

Assists in developing new customers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: agency rules/regulations; laundry operations; business principles/practices; strategic planning processes; management/supervisory techniques; personnel policies; disciplinary processes; state purchasing processes/procedures; general accounting systems; inventory control; customer service principles/practices; marketing; desktop computers and software applications used in business management; industrial equipment used in laundry operations; production scheduling; dispatch planning; budget preparation processes; quality control practices; and, profit/loss methodologies.

Ability to: communicate effectively with staff, inmates, administrators and customers; apply management/supervisory techniques; establish performance standards; utilize desktop computers and software applications used in business management; develop policies/procedures/processes; assign, review and evaluate the work of others; coordinate activities; counsel/discipline employees regarding work problems; identify problems and develop effective solutions; read, understand, interpret and apply rules/regulations, etc.; establish priorities; and, make independent decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associate's degree in business management plus three years of experience in business management to include staff supervision, marketing, transportation scheduling, customer service and profit/loss. Experience in chemistry or mixing laundry cleaning chemicals. Any equivalent combination of education and experience will be considered.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

No felony or domestic abuse related convictions.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 02/82

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised on 10/11	Moved to new format	07/2025
M79121- MQ	Updated MQs	