STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Correctional Laundry	4254
MAJOR AGENCIES:	EFFECTIVE DATE
Rehabilitation & Correction Only	

# SERIES PURPOSE

The purpose of the correctional laundry occupation is to clean, iron, store & distribute laundry in order to provide a sanitary environment for inmates confined to correctional facilities.

At the full performance level, incumbents coordinate activities & security of inmates &/or other workers in the operation of laundry equipment.

Laundry supervisors & managers who do not work in correctional facilities are included in the Laundry, 4252 series.

**CLASS TITLE**:

**CLASS NUMBER:** 

Correctional Laundry Coordinator

42541

# **EFFECTIVE DATE**

09/15/1996

# **CLASS CONCEPT:**

The full performance level class works under general direction & requires considerable knowledge of laundry operations, correctional laundry security practices & procedures, inventory control & manpower planning in order to plan, direct & coordinate all operations of institution laundry & monitor inmates assigned to correctional laundries.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Correctional Laundry Coordinator	42541	05

# **EFFECTIVE DATE**

09/15/1996

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs & coordinates all operations of institution laundry (e.g., washing, drying & repairing of clothing, towels & linens), monitors inmates in classifying, washing, drying, folding & checking of laundry, inspects work in progress & in completion, assigns work to inmates & monitors collection & return of laundry to ensure even flow of work.

Participates in evaluation of inmates assigned to laundry; provides extensive training to assigned inmates to ensure proper operation & care of laundry equipment; writes inmate job descriptions for laundry operation; oversees preventive maintenance of all machinery, repairs & requisitioning of parts; orders supplies; maintains safety & sanitation within laundry.

Prepares & maintains accurate records of all operations of laundry to include inmate time reports, supplies used, quantities of clothing laundered, losses & all related functions; writes reports (e.g., daily work output, inventory, requests for laundry supplies).

Works in clothing room or quartermaster office to monitor issuance of clothing to inmates & employees as assigned.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of methods & techniques of monitoring inmates; correctional facility policies & procedures\*; laundry operational practices & procedures; safety practices associated with use of laundry equipment; inventory control. Skill in operation of laundry equipment; maintenance & repair (e.g., mechanical, electrical, steam, plumbing) of laundry equipment. Ability to deal with variables in somewhat unfamiliar context; understand technical & verbal instructions associated with operating laundry facility; gather, collate & classify information about data, people or things; lift up to 25 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly; ability to calculate fractions & percentages.

(\*)Developed after employment.

#### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in laundry practices & procedures.

-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:**

Exposure to unpredictable behavior of inmates, human waste or infectious toxic substances, temperatures hotter than 90 degrees F & loud constant noise from laundry equipment.