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:
Correctional Laundry Coordinator

CLASS NUMBER:
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:**
Correctional Laundry Coordinator

**CLASS NUMBER:** 42541

**BARGAINING UNIT:** 05

**EFFECTIVE DATE:**
09/15/1996

**JOB DUTIES IN ORDER OF IMPORTANCE:** (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.