

Reissued: 04/22/1011

Revised: 11/04/2013

## **Seneca County Correctional Facility**

### **Post Order**

#### **Inmate Worker Status #1/Laundry**

Location: Kitchen Days: Monday – Saturday  
(0730-1445 Hours)

Equipment: Complete Uniform Head and hand coverings  
Laundry Carts/Accessories

#### General Instructions

1. Be in uniform for duty assignment.
2. Receive briefing from designated Escort Officer.
3. Draw necessary equipment.
4. Read and implement post orders.
5. Follow all written and verbal orders.
6. Perform duties as designated by the Escort Officer.

#### Scheduled Duties

1. Report to laundry room after morning lock out.
2. Deliver clean linens per posted schedule:
  - Housing Unit “A” - Monday and Thursday
  - Housing Unit “B” - Tuesday and Friday
  - Housing Unit “C” - Wednesday and Saturday
3. Return laundry carts to laundry room after one for one exchange.
4. Complete laundering and shelving of clean clothing and linens before the 2:45 PM lock in.
5. Clean lint screens after every load.

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6. Ensure dryer lint compartments are cleaned daily.

#### Non-Scheduled Duties

1. Wash all facility issued clothing and linens.
2. Continually check for damage to uniforms and linens so repairs may be made as necessary.
3. Fill property bins with facility issued items including a mattress cover, laundry bag, sheet, blanket, towel, cup, toilet paper, soap, toothbrush and toothpaste.
4. Always maintain an acceptable level of hygiene.
5. Assist in facility cleaning details.
6. Notify the Escort Officer of any unit defects, maintenance or repair issues, or for the need for supplies.
7. Ensure entire laundry area, including the linen room remains clean.
8. Perform duties as directed by the Shift Supervisor or other officers.