

Seneca County Correctional Facility

Post Order

Inmate Worker Status #2/Housing Unit

<u>Location:</u>	Housing Unit A, B and C	Days: Monday – Sunday
<u>Equipment:</u>	Complete Uniform Janitorial Carts	Cleaning Supplies Vacuum Cleaner

General Instructions

1. Be in uniform for duty assignment.
2. Receive briefing from designated Housing Unit Officer or 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 Housing Unit Officer, Escort Officer, or the Shift Supervisor.

Scheduled Duties

1. Attain necessary cleaning equipment from Housing Unit Officer daily at 7:15 AM.
2. Disperse cleaning supplies to inmates within the housing unit for morning cleaning.
3. Return all cleaning equipment to the janitor's closet by 8:00 AM.
4. Ensure all garbage is collected, tied and placed by the sally port for pick up at the completion of the evening meal.
5. Ensure replacement bags are placed in each receptacle at the completion of the evening collection.

Non-Scheduled Duties

1. Disperse cleaning supplies to inmates within the housing unit as needed.
2. Vacuum dayroom carpeting.
3. Ensure all fixtures and equipment (stairs, tables, phones, microwave, and countertops) remain clean.
4. Ensure all areas of the housing unit remain clean, including the law library, sally port, multi-purpose room, bathroom, showers, washer and dryer, and janitor's closet.
5. Notify the Housing Unit Officer of any unit defects, maintenance or repair issues, or for the need for supplies.
6. Assist in facility cleaning details including classrooms, visitation areas, the medical unit and corridors.
7. Notify the Supervising Escort Officer of any unit defects, maintenance or repair issues, or for the need for supplies when performing cleaning duties in areas other than the housing unit.
8. Perform duties as directed by the Shift Supervisor or other officers.
9. Always maintain an acceptable level of hygiene.