

Erie County Jail
Inmate Work Duties and Responsibilities
Laundry

Work Hours:

As needed

Personal Hygiene:

Clean Clothes

Teeth Brushed, Hair Clean and Combed, Hands and Nails Clean, Shower Daily

Laundry Duties, including but not limited to:

Retrieve laundry baskets as directed by staff

Take dirty laundry to the laundry room as directed by staff

Wash, dry, and fold laundry

Sort and Store laundry

Sweep and mop the laundry room floor

Collect garbage in the laundry room

Clean machines, sinks, and any equipment in the laundry room

Daily cleaning of the dryer lint traps

Advise staff of any equipment in need of repair

Monitor and advise staff of needed laundry chemicals

Advise staff on any contraband items that have been found

Assist staff in collecting and passing out laundry to inmates in housing areas

Mark clothing items as directed by staff

Laundry Rules:

Must wear a shirt and long uniform pants at all times in laundry

No loitering in the laundry room

No arguing or fighting

No loud or boisterous behavior

Do not enter the kitchen or storage rooms unless directed by a staff member

Do not leave washers or dryers running when leaving the laundry room

Laundry Workers are required to be searched before returning to the dorm

Laundry Workers are not allowed to enter the processing room without permission and direct supervision of staff

Laundry Workers are not to pass messages (written or verbal) to those in other housing areas

Laundry Workers are required to report any contraband items found to staff

Failure to complying with these duties, responsibilities and rules will result in disciplinary action to include loss of good time, privileges and isolation.

I have read and will comply with the above written rules and regulations.

Laundry Inmate Worker's Signature

Date