

Erie County Jail
Inmate Work Duties and Responsibilities
Cleaning

Work Hours:

As needed

Personal Hygiene:

Clean Clothes

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

Cleaning Duties, including but not limited to:

Sweep and mop of floors throughout the jail

Cleaning windows throughout the jail

General cleaning of jail as directed by staff

Preparing cleaning supplies for housing areas as directed by staff

Issuing and collecting cleaning supplies from housing areas as directed by

Retrieving and cleaning mops and mop buckets

Assist staff in moving items (chairs, tables, etc.) throughout the jail

Cleaning Rules:

Must wear a tan uniform at all times when outside the dorm

Tennis shoes must be worn when performing cleaning duties

No loud or boisterous behavior

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

Cleaning Workers are not to hold conversations with inmates in other housing areas

No profanity

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

Cleaning Workers are not to leave the dorm unless ordered to by staff

Cleaning Workers are 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.

Cleaning Inmate Worker's Signature

Date