

EDITED TASK LISTING

CLASSIFICATION: LAUNDRY SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Plans the operations of a laundry facility in order to clean, sort, and deliver laundry utilizing equipment (e.g., industrial washers/dryers, sewing and pressing machines) for housing units, on a daily basis.
2.	Organize the operations of a laundry facilities in order to clean, sort, and deliver laundry to the housing units utilizing equipment (e.g., industrial washers/dryers, sewing and pressing machines), on a daily basis.
3.	Supervises employees (Laundry Supervisor I, CF) and inmates in the operations of a laundry facility in order to clean, sort, and deliver laundry to the housing units utilizing equipment (e.g., industrial washers/dryers, sewing and pressing machines), on a daily basis.
4.	Supervises the maintenance of laundry equipment and supplies for the institution to ensure equipment is functioning properly utilizing training, inspection sheets, Preventative Maintenance (PM) and chemical logs according to manufacture specifications and safety requirements; per Department of Corrections Operational Manual DOM, Title 22, facility operating procedures, on a daily basis.
5.	Instructs laundry workers (e.g., Laundry Supervisor I, CF and inmates) to safely operate the equipment in order to clean, sort and fold laundry utilizing tools (e.g., scissors, irons, presses, washers/dryers, sewing machines) according to manufacture specifications and safety requirements; per DOM, Title 22, facility operating procedures, Injury and Illness Preventative Program (IIPP), on a daily basis.
6.	Maintains order and supervise the conduct of inmate workers to prevent escapes, damage to state property, or physical assaults that may result in injury or death utilizing lock control, personal alarm checks, reporting of unusual behavior/activity, securing laundry tools that can be used as potential weapons (e.g., scissors, screwdrivers, irons, chemicals) as required by DOM, Title 15, Operational procedures.
7.	Protects the safety of persons (institutional staff and inmates) and property to prevent escape and/or injury utilizing verbal and written instructions in accordance with Title 15 and DOM.
8.	Maintains the safety of persons (institutional staff and inmates) and property to ensure compliance utilizing verbal and written instructions in accordance with Title 15 and DOM.
9.	Instructs employees (Laundry Supervisor I, CF) and inmates to properly handle and transport material (e.g., linen, clothing, rags) utilizing lifting techniques, weighing and balancing loads, per DOM, facility operating procedures, Injury and Illness Preventative Program (IIPP).
10.	Leads employees (Laundry Supervisor I, CF) and inmates in the operation of the laundry facility in order to produce clean laundry utilizing chemical formulas, length of washing times, and water temperatures for all incoming/outgoing linen in accordance to standard practices per Title 22, DOM, Operational procedures, on a daily basis.
11.	Supervises employees (Laundry Supervisor I, CF) and inmates in safely loading and unloading laundry into vehicles utilizing carts and lifts, on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Assigns work/supervises and provides instructions to employees and helpers from the resident population to complete a task (mopping, sweeping, maintaining drains, cleaning screens/filters) utilizing brooms, cleaning chemicals, mops, filters, nets on a daily basis.
13.	Assigns work/supervises and provides training to employees and helpers from the resident population to complete a task (mopping, sweeping, maintaining drains, cleaning screens/filters) utilizing brooms, cleaning chemicals, mops, filters, nets on a daily basis.
14.	Evaluates their (Laundry Supervisor I, CF) performance and takes/recommends appropriate action to meet probationary requirements utilizing Individual Development Plans (IDP), Probationary Reports and classification specifications, as required.
15.	Supervises inmates in the receiving, marking/sorting, wrapping, and distributing of laundry for the institution utilizing plastic bags, laundry carts, markers, on a daily basis.
16.	Supervises inmates in the preparation and use of soaps, starches, bluing and bleaching solutions, and approved washing formulas to extend the life of the clothing utilizing washing formulas, machine settings, and manufactures guidelines, on a daily basis.
17.	Supervises inmates in the operation of washers, starch cookers, extractors, wringers, dryers, flatwork ironers, presses, and sterilizers in order to ensure proper use of equipment on a daily basis.
18.	Assists inmates in the performance of tasks (e.g., minor repairs on laundry equipment and machinery) in order to maintain equipment utilizing manufactures' guidelines, as needed.
19.	Makes inspections of the laundry facility and maintains approved laundry practices and standards of safety and sanitation, utilizing visual observation and inspection logs, on a daily basis.
20.	Requisition of chemicals and parts for the laundry facility to ensure the continued operation and maintenance of equipment utilizing ordering and purchasing forms, on a monthly basis.
21.	Receives/inspects/stores chemicals and parts for the laundry facility to ensure appropriate products are received and stored correctly for accountability purposes by reviewing the ordering and purchasing forms, on a monthly basis.
22.	Inventories supplies for the laundry facility in order to ensure adequate materials are available utilizing inspection sheets, visual observation, IIPP, Safety Data Sheets and Store Room Order Supply (Std. 115), on a monthly basis.
23.	Keeps records for the inmates (e.g., time cards) and prepares reports (e.g., performance and violation [Disciplinary Hearing Worksheet (CDC 115b), General Chrono (CDC 128)] and documents [e.g., Work Supervisors Report (CDC 101)] in order to ensure accurate time calculations, per DOM and Title 15.

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24.	Maintains order and conduct of inmates committed to the Department of Correction and Rehabilitation (CDCR) by coordinating searches of inmates, work areas utilizing appropriate equipment (e.g., flashlights, mirrors, gloves) to ensure a safe and secure work environment, on a daily basis.
25.	Supervises the conduct of inmates committed to the Department of Correction and Rehabilitation utilizing orientation and training material (e.g., Right to Know, SDS, IIPP) to ensure a safe and secure work environment, on a daily basis.
26.	Prevents escapes/injury of inmates to themselves or others (e.g., staff, vendors, visitors) or to property utilizing counts and IIPP procedures per Code of Safe Practices, DOM, and Title 15, on a daily basis.
27.	Maintains security of working areas and work materials utilizing key control procedures by ensuring locks are properly functioning, and work areas where keys are stored and secured utilizing methods of accountability (e.g., issuance, storage, and key control), per DOM, on a daily basis.
28.	Inspects premises and searches inmates for contraband, (e.g, weapons or illegal drugs) in order to maintain the safety and security of the institution utilizing physical pat downs with the assistance of custody staff, on a daily basis.
29.	Properly store all hazardous chemicals per SB 198 to ensure a safe environment and to provide accurate information and training, labeling, inventory control, waste minimization, monitoring, appropriate disposal and compliance with county, State and Federal regulations including but not limited to California Code of Regulations (CCR) Title 8, Title 22, Title 27, DOM utilizing resources (e.g., material safety data sheets, Permissible Exposure Limits (PEL), nationally recognized scientific publications, laboratory analysis, product labeling, county, State and Federal regulations including but not limited to Title 8, Title 22, Title 27, etc.) on a continuous basis.
30.	Observe/conduct searches of vehicles entering/exiting a walled/fenced inner perimeter security area to prevent inmate escapes to ensure a safe and secure work environment utilizing appropriate procedures, on a daily basis.
31.	Responds to Clothing Room staff inquiries regarding status of laundered items in order to meet the distribution guidelines for the return of inmate clothing/bedding utilizing telephone calls, on a daily basis.
32.	Obtains price quotes from local vendors in order to provide sewing room supplies by contacting vendors utilizing telephones, emails, and faxes, as needed.