

# Uniform Cleaning Program Specialist

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**Job Code:** W0130  
**Pay Grade:** WI  
**Pay Scale:** \$20.10-\$31.92 Hourly; \$41,808.00-\$66,393.60 Annually  
**Exempt:** No

## OVERVIEW

Instruct and oversee the laundering and pressing of approved agency staff uniforms including the inmates assigned to perform related tasks.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Instruct and manage an inmate work crew on the correct procedures to launder and press authorized staff uniforms using commercial laundry and pressing equipment.
- Examine uniforms collected by Detention Service Aides (DSAs) for items in pockets; secure and label any items found.
- Collaborate with DSAs to ensure laundry tags are generated with clear identifying employee information, such as Employee ID.
- Remove wrinkles and shape uniforms properly using a pressing machine, removing remaining wrinkles using a hand iron.
- Load and operate commercial laundry machines, ensuring the proper settings and detergent are used for each load.
- Load and unload laundry from commercial dryers.
- Hang, package, and tag laundered/pressed clothing items in preparation for pickup.
- Process updates and file official records.
- Operate and monitor electronic security systems to facilitate the movement of personnel within a secured facility; summon assistance via radio, if necessary.
- Ensure laundered/pressed clothing meets established standards.
- Clean laundering and pressing machines according to the manufacturer's instructions.
- Verify inmate or applicant status, location, or criminal history.
- Prepare and maintain tool inventories and properly control logs.
- Stock laundry supplies.
- Keep work areas clean and well-maintained.
- Report damaged equipment to a manager, following the management chain.
- Maintain statistical logs and incident reports to document daily activity.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the office policies and procedures.
- Working knowledge of county and state ordinances, laws, and regulations pertaining to the assigned area.
- Working knowledge of records keeping and general office procedures.
- Some knowledge of the criminal justice system.
- Ability to prepare and maintain logs, files, and reports.
- Ability to properly answer and route telephone calls.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to use a computer and related software.

- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear and concise narrative and statistical reports.
- Ability to handle confidential information.
- Ability to use a 2-way radio.
- Ability to control operations of equipment or systems upon proper training.

## **WORKING CONDITIONS**

- Work in and around a detention or correctional environment, with direct contact with inmates.
- Work indoors, around pressing machines, with potential exposure to equipment that reaches a high level of heat.
- May have occasional exposure to explicit or disturbing behavior.
- Stand for extended periods of time, bend, reach, and load washing and drying machines.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM EDUCATION & EXPERIENCE**

- A high school diploma or possession of a GED certificate.
- One year of experience working in a dry-cleaning facility.

OR

- One year of experience working in HCSO Department of Detention Services.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## **PREFERRED QUALIFICATIONS**

- Experience in wet cleaning.
- Experience operating pressing equipment.