



# Laundry Manager

DIVISION: Correctional Institutions Division – Laundry, Food and Supply

POSITION TITLE:  
Laundry Manager I  
Laundry Manager II

SALARY GROUP:  
A15  
A17

## I. Job Summary

Work involves supervising inmate laundry staff; planning laundering schedules; ensuring the proper use and maintenance of equipment; maintaining records of operations; preparing reports; and direct supervision of inmate work groups in their daily assigned duties including the responsibility of preventing escapes and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures.

**Laundry Manager I:** Performs moderately complex laundry services supervisory work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**Laundry Manager II:** Performs highly complex laundry services supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## II. Essential Functions

- A. Supervises inmates in laundry, necessity, and supply operations; ensures laundry and necessity processing areas and equipment are maintained in a clean and sanitary manner; responds to inquiries regarding laundry, necessity, and supply services; prepares and coordinates the requisition of supplies and materials; coordinates the receipt, distribution, repair, storage, collection, and inventory of laundry and necessities; maintains records and prepares detailed reports regarding laundry and necessity operations; and coordinates with security staff for the timely distribution of necessity items to inmates on a one-for-one basis.
- B. Assumes a high level of responsibility for the care and custody of assigned inmates through knowledge of and adherence to laws, rules, regulations, and standard operating procedures governing the Texas Department of Criminal Justice (TDCJ); searches for contraband and provides security; supervises inmates in work areas accessed by stairs; and maintains security of assigned areas.
- C. Provides custody and security of inmates including observing actions of inmates, squatting and bending to conduct “pat” and “strip” searches of inmates, and restraining and securing sometimes assaultive inmates.
- D. Supervises and provides security of inmates performing laundry service technical skills which involve climbing stairs and ladders and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped inmates, hearing calls for and calling for help, giving first aid at the emergency site, and carrying an injured or unconscious inmate or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents or firearms, to control inmates.
  - F. Reads, reviews, and properly applies information found in inmate records which is related to the inmate's health and safety and to the security of the facility; provides leadership and technical guidance to other staff; complies with policies, procedures, rules, and regulations; enforces inmate disciplinary rules; and prepares and maintains records, forms, and reports.
  - G. Supervises the work of inmates; and develops, plans, and conducts inmate laundry and necessity training programs.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

## III. Minimum Qualifications

### A. Education, Experience, and Training

#### **Laundry Manager I:**

- Graduation from an accredited senior high school or equivalent or GED.
- Successful completion of an accredited Texas Department of Criminal Justice (TDCJ) approved college Correctional Officer Training program or TDCJ Correctional Officer Pre-Service Training Academy.
- One year full-time, wage-earning experience in the operation of a commercial or institutional laundry  
or
- One year full-time, wage-earning experience in supply to include purchasing or inventory and stock control. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for six months of the required supply experience  
or
- One to 72 months full-time, wage-earning experience as a Correctional Officer, Supervisor of Correctional Officers, Correctional Food Service Manager, Correctional Laundry Manager, Law Enforcement, or Jailer within the last 10 years.
- Experience in the supervision of inmates preferred.

#### **Laundry Manager II:**

- Must have 73 months or more full-time, wage-earning experience as a Correctional Officer, Supervisor of Correctional Officers, Correctional Food Service Manager, Correctional Laundry Manager, Law Enforcement, or Jailer within the last 10 years.

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- Successful completion of an accredited Texas Department of Criminal Justice (TDCJ) approved college Correctional Officer Training program or TDCJ Correctional Officer Pre-Service Training Academy.
- Two years full-time, wage-earning experience in the supervision of inmates.
- Experience in supply or the operation of a commercial or institutional laundry preferred.

## B. Knowledge and Skills

1. Knowledge of laundering techniques and procedures.
2. Knowledge of soap, chemicals, and wash formulation methods.
3. Knowledge of inventory and supply management and control procedures.
4. Knowledge of proper sanitation and safety standards.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in correctional methods, techniques, practices, and procedures.
13. Skill in the operation of laundry equipment.
14. Skill to train and supervise the work of inmates.

## IV. Additional Requirements with or without Reasonable Accommodation

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, perform tactile discernment, and restrain assaultive persons.

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- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions may include computer and related equipment, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters, and weapons, cameras, various locking systems, tractor, trailer, dolly, and automobile.

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eric Guerrero DATE: 06/03/2025

POSITION #: 009084