HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Uniform Cleaning Program Specialist

Job Code: W0130
Pay Grade: WI
Pay Scale: $22.05-$41.02 Hourly; $45,864.00-$85,321.60 Annually
Exempt: No

OVERVIEW

Coordinate the uniform cleaning vocational program, specifically the laundering and pressing of approved agency staff uniforms while providing instruction and oversight of inmates enrolled in the program.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Instruct and oversee inmate crews enrolled in the Uniform Cleaning Program on laundering and pressing authorized staff uniforms using commercial equipment, ensuring procedures and quality standards are followed.
- Inspect incoming uniforms for items left in pockets, securing and labeling any found items, and collaborate with Detention Service Aides (DSAs) to ensure proper laundry tag identification.
- Operate, load, and unload commercial washers and dryers, selecting appropriate settings and detergent based on garment requirements.
- Press uniforms using both commercial pressing machines and hand irons to remove wrinkles and shape garments appropriately.
- Hang, package, tag, and organize finished uniforms for pickup; verify names and quantities against tickets and coordinate with detention staff for confirmation and delivery to the store front.
- Maintain cleanliness of equipment and work areas; report equipment damage through the management chain and follow manufacturer instructions for machine care.
- Stock laundry supplies, track tool inventories, and maintain proper control logs.
- Monitor and operate electronic security systems to control facility access and summon assistance via radio when needed.
- Process updates, verify inmate or applicant status or location, and maintain statistical logs, incident reports, and other required records.
- Perform other related duties as required.

KNOWLEDGE & 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.

SKILLS

- Recordkeeping
- Cleaning Machinery Operations
- Safety Procedures
- Communication
- Site Supervision
- Laundry Operations

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.