INMATE JOB DESCRIPTION

JOB CREW:____________________  JOB ASSIGNMENT:__________________
SUPervisor:__________________  Assigned Area:__________________

WORK SCHEDULE:
Minimum Number of Hours per Week: ______  Days of the Week: _______
Minimum Normal Schedule: _____________________________________________
Secondary Schedule: Work schedules may be increased dependent upon assigned projects.

BASIC DESCRIPTION OF DUTIES

GENERAL DUTIES:
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

ADDITIONAL STANDARDS:
1. Maintain satisfactory personal grooming standards.
2. Perform to the best of ability with minimal errors.
3. Maintain prompt reporting habits.
4. Perform assigned tasks regardless of environmental and situational conditions.

SAFETY STANDARDS AND CONCERNS:
1. Use proper equipment and chemical handling techniques.
2. Personal protective equipment may be required for certain tasks.
3. ________________________________________________________________
4. ________________________________________________________________

I hereby certify that I have read and agree to abide by the terms and conditions outlined in the above listed job description. I have also been trained on safety standards of the job.

INMATE NAME and ODOC#: ____________________________________________
INMATE SIGNATURE: ___________________________ DATE: ________________
RECEIVING SUPERVISOR APPROVAL: ___________________ DATE: ________________
SENDING SUPERVISOR APPROVAL: ___________________ DATE: ________________

(R 05/21)