

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: _____