Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: LAUNDRY/CUSTODIAL SUPERVISOR

This position is open to Pulaski County Employees and the general public.

POSITION NO: 020
STARTING SALARY: $26,193 - $30,329
DEPARTMENT: JUVENILE DETENTION (120)

This position is designated as a safety sensitive position pursuant to Arkansas Act 593.

PRIMARY RESPONSIBILITIES/FUNCTIONS: Responsible for the effective laundering of detainee clothing, linens, towels, etc., and performance of custodial duties within the Juvenile Detention Facility.

DUTIES AND RESPONSIBILITIES:
- Operates laundry equipment to wash the clothing, linen, towels, etc. used in the Juvenile Detention Facility.
- Maintains inventory of laundry supplies.
- Ensures the maintenance of laundry equipment; requisitions repairs as necessary.
- Maintains accurate records of laundry operation as required.
- Monitors condition of detainees’ clothing and linens; replaces as necessary.
- Assigns the pickup of soiled clothing and linen and delivery of clean items.
- Determines detainees’ work schedules; ensures effective performance of assigned duties.
- Instructs personnel in the proper laundry procedures and use of equipment.
- Maintains the security of the laundry area; monitors issuance of keys to this area.
- Ensures the safe storage of laundry, cleaning supplies, and chemicals.
- Oversees the sweeping, mopping, and scrubbing of floors in the common areas.
- Ensures the cleaning and disinfection of bathrooms in common areas.
- Cleans windows, walls, and doors in the common areas.
- Cleans the staff break room, staff locker room, and other common areas as needed.
- Cleans, dusts, and polishes furniture and fixtures as needed.
- Cleans and polishes the elevator located within the detention area.
- Removes trash from offices and classrooms.
- Drives vehicle to purchase cleaning supplies, attending job-related training, or other occasional errands as needed.
- Performs other related duties as required.

NUMBER OF PERSONNEL SUPERVISED: Provides supervision to three to five detainees in the performance of laundry and custodial duties.

WORKING CONDITIONS:
Work is performed in a smoking-restricted indoor environment with use of inmate labor to perform duties. Position requires exposure to chemicals in cleaning and laundry products.

MINIMUM QUALIFICATIONS:
Completion of high school or GED equivalency including training in commercial laundering and/or janitorial practices; considerable experience with laundering of clothing or linen; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:
Must possess a valid Arkansas vehicle operator’s license or be able to immediately obtain one.
Satisfactory completion of the following requirements: criminal background check, sexual offender check, child maltreatment check, and drug screen.

OPEN DATE: 1-02-2020
CLOSE DATE: 1-08-2020 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and the selecting official has received all applications.

02 January 2020