Attachment A
OP-030103

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.	
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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: