

LAUNDRY SUPERVISOR

KIND OF WORK

Management of an institution laundry.

NATURE AND PURPOSE

An employee in this class is responsible for planning, directing, and supervising all the functional operations of an institution laundry. Typically, one or more Laundry Supervisors report to the incumbent. Administrative supervision and review are received from a higher level administrator, but the employee is independently responsible for the techniques and procedures used to obtain the desired results.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs all operations of a consolidated or individual institution laundry so laundry needs of the institution are met.

Organizes the work, develops and establishes procedures and techniques so that work is performed in a timely, effective and efficient manner.

Coordinates the work of the laundry with needs of the other institution departments so that institutional workflow proceeds smoothly.

Estimates and requisitions supplies so that laundry has material to operate.

Keeps records and makes reports so production is monitored.

Hires laundry staff so that personnel requirements are fulfilled.

Arranges for preventive maintenance and repair of laundry equipment to assure that production is continued.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern large scale laundry procedures, supplies and equipment.

Thorough knowledge of textiles, colored material and their reaction to soaps, water temperatures and machine washing.

Thorough knowledge of applicable safety precautions.

Ability to:

Ability to supervise and direct other employees engaged in high volume laundry operations.

Ability to establish and maintain effective working relationships with other department heads, administrative staff and, if appropriate, personnel from other institutions.

Ability to work under conditions of high temperatures and humidity.

Est.: 4/40
Rev.: 3/56; 2/66; 7/67

T.C.: 12/74
Former Title(s): Laundry Manager
T.C.: 11/91
Former Title(s): Laundry Superintendent