

9747

**LAUNDRY SUPERVISOR**

**Nature of Work**

Under direct supervision, performs work at the full-performance level supervising and participating in providing clean laundry to staff and residents of a state facility. Attends meetings and in-service training. Performs related work as required. Performs related work as required.

**Examples of Work**

Plans and oversees laundering process.  
Schedules and assigns the work of others.  
Operates laundry equipment and participates in daily activities of laundry area.  
Inventories supplies and orders accordingly.  
Writes reports concerning laundry counts, personnel matters, and inventory control.  
Schedules maintenance and repair of laundry equipment.  
Trains new employees; trains regular staff on new procedures.  
Schedules and records vacation and sick leave; completes performance evaluations.

**Knowledge, Skills and Abilities**

Knowledge of modern laundry processes and equipment.  
Knowledge of textiles, materials and their reaction to soaps, water temperatures and machine washing.  
Knowledge of safety precautions for laundry personnel.  
Ability to assign and check the work of others.  
Ability to accurately complete necessary reports.  
Ability to communicate, both orally and in writing.  
Ability to lift items, often exceeding thirty pounds.  
Ability to operate laundry equipment.

**Minimum Qualifications**

TRAINING Must be able to pass a test at the 8th grade level.  
EXPERIENCE Two years of full-time or equivalent part-time paid experience in a commercial or institutional laundry.

Established: 7/16/92  
Effective: 8/16/92