

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Senior Laundry Worker**

**Class Code: 70423**  
**Pay Grade: GC**

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### **A. Purpose:**

Assigns and checks work, and trains laundry workers on an assigned shift of an institutional laundry facility, as well as performing more difficult laundry work.

### **B. Distinguishing Feature:**

The Senior Laundry Worker acts as lead worker over laundry personnel in specific areas of laundry operation, such as washers or dryers, and by performing, assigning and monitoring laundry work. Trains new workers, but does not hire, fire or conduct performance reviews.

The Laundry Supervisor supervises an entire laundry department, manages personnel, oversees production and quality control, and maintains equipment and inventory for the department. Interviews, trains, and conducts performance reviews on laundry employees.

The Laundry Worker performs laundry work in institutional settings to sort, wash, dry and press clothing, bedding and other institutional items. May serve as lead worker in training new employees as assigned, but does not act as team leader in assigning or monitoring others work.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Monitors laundry workers and patient or inmate helpers in efficient daily operation of institutional laundry to provide clean laundry articles in a timely manner.
2. Assigns and monitors work to maintain an even production flow.
3. Monitors specific area of laundry department to ensure productivity of laundry workers and good working order of laundry equipment.
4. Keeps daily record of activities for use in assessment of laundry operations.
5. Trains workers in operation, maintenance and safety procedures of commercial laundry equipment to ensure competent and safe laundry operations.
6. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to the Laundry Supervisor.

### **E. Challenges and Problems:**

Challenged to facilitate smooth daily operation of laundry through assigning, monitoring, and directing work of laundry workers and patient help. The position is also challenged to properly train employees in safe operation of commercial laundry equipment to prevent accident or injury.

Typical problems include meeting workload schedules by maintaining an even workflow, and dealing with personnel problems among laundry workers.

#### **F. Decision-making Authority:**

Decisions made include work assignments, training new employees and determining successful completion of training, repairing equipment, approving work orders for major repairs, determining equipment setting and operation, and order supplies.

Decisions referred include personnel problems, authorizing overtime, and approving purchase or repair of major items and some supplies.

#### **G. Contact with Others:**

Daily contact with laundry workers and patient help to give work assignments and monitor laundry operations. Daily contact with laundry supervisor to receive instructions and information pertaining to directing the work in the incumbent's assigned area.

Limited contact with institutional staff and other residents.

#### **H. Working Conditions:**

This position requires heavy manual labor both in training laundry employees and in operation and maintenance of commercial laundry equipment, working in high humidity and temperature, prolonged standing, and exposure to potentially dangerous chemicals and commercial laundry equipment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- occupational hazards in an institutional laundry and of necessary safety precautions;
- principles of inventory control;
- approved methods and practices of laundering linens, uniforms, and other institutional laundry.

Ability to:

- understand and apply instructions;
- maintain records and prepare reports;
- plan, organize, schedule and direct the work of others.