

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Laundry Worker

Class Code: 70422
Pay Grade: GB

A. Purpose:

Sorts, washes, dries, presses and delivers clothing and institutional or correctional facility laundry items to provide clean, ironed laundry to meet residents or inmates needs and institutional or correctional facility requirements.

B. Distinguishing Feature:

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 a lead worker in assigning or monitoring others work.

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.

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. Washes, dries, and presses clothing and bedding using correct laundry practices to provide clean, sanitary laundry to institutions.
2. Observes safety precautions applicable to commercial laundries to prevent accidents or personal injury.
3. Marks and sorts clothing correctly to ensure delivery of all articles to proper person or place.
4. Mixes washing chemicals properly to ensure longevity and cleanliness of laundered items.
5. Maintains and performs minor repair of laundry equipment to facilitate timely completion of laundry schedules.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Laundry Supervisor.

E. Challenges and Problems:

Challenged to properly wash, dry, press and sort clothing and bedding to ensure clean, sanitary laundry is used in the institution; to observe proper safety precautions in the operation of large commercial laundry equipment to prevent accident or injury.

Typical problems include malfunction of commercial laundry equipment and operation of the equipment at maximum capacity.

F. Decision-making Authority:

Decisions made include determining chemical mixtures, water temperature setting, operating equipment, and the potential for clothing to be cleaned and reused; the order to wash loads, proper load weight, when to perform minor equipment maintenance and repair, and what daily work to assign new laundry workers.

Decisions referred include assigning work areas, determining the amount of linen and supplies needed, and authorizing major equipment repairs.

G. Contact with Others:

Daily contact with patient and inmate help, other laundry workers, a senior laundry worker and a laundry supervisor. Limited contact with other institutional residents and staff, including correctional officers, drill instructors, dorm parents, nursing staff and maintenance personnel.

H. Working Conditions:

Heavy manual labor in operating commercial laundry equipment and laundering large volume institutional items, hot and humid conditions, prolonged standing, exposure to potentially dangerous chemicals and large commercial laundry equipment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation.

Ability to:

- understand and apply instructions;
- comply with safety procedures dealing with occupational hazards and safety requirements;
- work in hot, humid conditions for prolonged periods without sitting;
- lift 50 pounds.