

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Laundry Supervisor

Class Code: 70462

Pay Grade: GF

A. Purpose:

Supervises operation and laundry personnel of an entire institutional laundry department.

B. Distinguishing Feature:

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 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 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. Supervises laundry employees in the operation of large institutional laundry to maintain high levels of cleanliness and productivity.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Conducts performance appraisals and completes performance documents.
2. Assigns work to personnel to maintain steady, even work flow.
3. Sets and verifies standards of production and quality to ensure compliance with institutional laundry health standards.
4. Orders and checks delivery of supplies and equipment to keep laundry department operational on continuous basis.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to institutional representative responsible for supervision of the laundry operations.

E. Challenges and Problems:

Challenged to effectively supervise a large number of laundry workers, inmates and patients to maintain an even work flow and provide timely laundry services to an institution; and to set and

maintain standards of quality and production that ensure proper sanitation and handling of large volume laundry.

Typical problems include personnel complaints or disciplinary situations, maintenance of equipment, and control of adequate inventory.

F. Decision-making Authority:

Decisions made include hiring, training, evaluating, and terminating employees; requisitioning supplies and materials; and prioritizing own work and laundry work.

Decisions referred include approving overtime, disciplinary actions and budgeting.

G. Contact with Others:

Daily contact with senior laundry workers to provide supervision and information.

Frequent contact with other laundry workers, patients, and administrative and institutional personnel, and occasional contact with maintenance department repair personnel, to resolve personnel or operational problems and to answer questions.

H. Working Conditions:

Typical office environmental located in a laundry, which involves heavy manual labor, standing and exposure to heat and humidity during training or performance of difficult laundry procedures.

The incumbent works with potentially dangerous machinery and possibly infectious, contaminated laundry.

I. Knowledge, Skills and Abilities:

Knowledge of:

- effective methods of supervision;
- occupational hazards in an institutional laundry and of necessary safety precautions;
- procedures and policies involved in the efficient management of an institutional laundry;
- approved methods and practices of laundering linens, uniforms, and other institutional laundry.

Ability to:

- supervise and train subordinates and other laundry help;
- make proper responses to safety and security problems;
- observe and analyze problems in laundry production and implement changes where necessary to improve efficiency of working conditions;
- schedule laundry production to provide a smooth and continuous flow of work through all operations;
- troubleshoot equipment malfunctions and direct others in making minor repairs of washers, tumblers, extractors, dryers, presses, and hand and flat work irons.