

Laundry Workers

Job Code	Job Title	Pay Grade
4530R2	Laundry Worker	10
4531R2	Laundry Supervisor	16
4532R2	Laundry Manager	19

CONCEPT:

Operating a variety of laundry equipment.

TASKS:

- Operates washers, tumbler dryers, flat work ironers, extractors, presses, and marking machines in order to process a variety of items including garments and linens.
- Measures and portions detergents, bleaches and other laundry additives by hand, machine or computer.
- Inspects, cleans, oils and adjusts equipment; may instruct others in the laundry procedures.
- May sort clean or soiled laundry.
- Plans, assigns, reviews and evaluates the work of subordinate staff, students, inmates and/or clientele sorting, folding and delivering clothing and linen supplies and/or operating a variety of laundry equipment to wash, rinse, dry, press and fold clothing and linens.
- Prepares production schedules based on knowledge of equipment and processing requirements of various clothing and linens.
- Observes and inspects the laundry process for adherence to standard.
- Maintains records of production, costs, linen and supply usage, and personnel; prepares and submits requests for supplies and equipment.
- Instructs subordinates in the safe and proper use of materials and equipment in order to control costs and accomplish tasks within a safe and timely manner.
- Supervises inmate workers in the laundry of a correctional facility in order to provide employment for the inmates.

LEVELS OF WORK

- Class Group consists of three classes.

Laundry Workers: Operators commercial scale laundry equipment to clean soiled laundry, measures detergents, inspects and cleans equipment.

Minimum Requirements: None required.

Necessary Special Requirements: Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless promoting, transferring, or demoting from another designated position within the same agency. Some positions in this class may require a valid driver's license.

Laundry Supervisor: Supervises laundry workers by reviewing and evaluating the work and planning the schedules for production and inspects the laundry process for adherence to standards.

Minimum Requirements: Six months of experience in laundry work involving the operation of commercial scale laundry equipment.

Necessary Special Requirements: Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless promoting, transferring, or demoting from another designated position within the same agency.

Laundry Manager: Directs all activities of an institutional laundry service, approves safety procedures for the proper use of equipment. Estimates and projects budgetary costs for new equipment, major repairs, additional personnel and expendable supplies. Coordinates all grievances and disciplinary matters.

Minimum Requirements: One year of experience in laundry work involving the operation of commercial scale laundry equipment.

Necessary Special Requirements: Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless promoting, transferring, or demoting from another designated position within the same agency.

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