

Laundry Workers

Job Code	Job Title	Pay Grade
4530R2	Laundry Worker	17
4531R2	Laundry Supervisor	18

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.

LEVELS OF WORK

- Class Group consists of two 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.

REF: 12/13

REV: 6/24