

ORANGE COUNTY CLASS SPECIFICATION

TITLE: LAUNDRY SUPERVISOR **GRADE:** 07

TITLE ABBREVIATION: LAUNDRY SUPV **TITLE NO.:** 6428

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:**

SUPERVISOR'S TITLE: EXECUTIVE HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising, directing and coordinating the operation of the Laundry Unit. The work is carried out in accordance with established procedures and Health and Sanitary Codes, and involves overseeing the sorting, counting, mending and distribution of laundry. General supervision is received from the Executive Housekeeper with wide latitude to exercise independent judgement in matters related to the daily operation of the laundry. Supervision is exercised over assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and supervises the daily work assignments of laundry room personnel;

Accounts for all soiled and finished laundry, maintaining records of use, losses, shortages and distribution;

Instructs and trains laundry workers in various laundry operations to perform duties required;

Prepares and maintains weekly and monthly reports on laundry use, losses, shortages and distribution;

Condemns fabric articles (e.g. curtains, lifter pads) from further utilization;

Supervises the Tailor in the alteration and repair of residents' clothing, hospital linens or other textile items;

Instructs and supervises laundry workers in the proper care and operation of the washing machine, dryer and other laundry equipment;

Maintains a linen distribution system to and from the various wings and buildings within the facility;

Requisitions and maintains an inventory of laundry and related supplies;

Contacts service laundry when problems arise in areas related to quality, losses or maintaining quotas;

Investigates mechanical problems on machinery and makes minor adjustments to equipment where indicated;

Conducts annual evaluations of subordinate laundry room personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern laundry techniques, methods and equipment; good knowledge of the care of fabrics and textiles; good knowledge of the use and care of washing machines and dryers; working knowledge of state and local health and safety codes as they apply to conditions in a laundry; ability to plan and supervise the work of others; ability to maintain a distribution schedule; ability to make clear and concise written and verbal reports; ability to make accurate arithmetic computations; ability to follow oral and written instructions; ability to get along well with others; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience in either a commercial or institutional laundry,
- (B) Six (6) years of experience as described in (A) above.