

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** TAILOR **GRADE:** 04

**TITLE ABBREVIATION:** TAILOR **TITLE NO.:** 6443

**JURIS.CL:** NC **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** SC **FLSA CODE:** NE

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

**SUPERVISOR'S TITLE:** LAUNDRY SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work includes responsibility for the efficient mending and repair of hospital linens, residents' personal clothing and other fabric articles in the Laundry Unit. Work is performed under the direct supervision of the Laundry Supervisor with some latitude for independent judgement in determining the manner of mending and the further utilization of work linens. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Mends sheets, towels, pillows, pillowcases, washcloths, lifter pads, hospital gowns and other fabric articles;
2. Mends and/or alters men's and women's clothing;
3. Sews buttons, zippers and other fasteners onto garments;
4. Creates patterns and makes specialized items as needed;
5. Recommends to Laundry Supervisor fabric articles that should be condemned from further utilization;
6. Converts worn larger articles to smaller ones if further utilization of items is indicated;
7. Checks linen closets, linen shelves and carts on a timely basis for articles in need of repair;
8. May sort, fold and hang residents' personal clothing when required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of hand and machine sewing techniques; good knowledge of type and grade of textiles such as woolens, cottons, linens and synthetic; working knowledge of practical mending procedures; ability to follow simple oral and written directions; ability to get along well with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years of paid work experience involving sewing and the use of a sewing machine.

REVISED: 1/18/81  
REVISED: 4/19/90  
JURIS CL UPDATE: 5/7/91  
REVISED: 7/7/00 kmg