

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Laundry Foreman 1		Class Code: 004AF1
	FLSA Status: Non-Exempt	Salary Schedule: LTC 1	Effective Date: 12-6-13
	Summary: Incumbent provides clean, sanitary laundry services in a state facility adhering to applicable regulations, policies and procedures. The incumbent provides direction and leadership for the laundry department and assists in developing and implementing department policy and procedures.		

Duties:

- Instructs agency employees and offender personnel on proper laundering of various fabrics;
- Maintains inventory of needed supplies;
- Ensures proper storage of all chemicals used in the laundry department;
- Ensures safe and sanitary conditions are maintained in the laundry area by following the Joint Commission standards and all state and federal regulations and guidelines;
- Responsible for all personnel matters regarding assigned staff including, but not limited to, training, performance appraisals and disciplinary action;
- Operates all laundry equipment and performs minor repairs and preventive maintenance;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of the equipment in the laundry department and their proper operation as well as new equipment and supplies available;
- Specialized knowledge of, and ability to select, proper cleaning agents needed to launder or dry clean fabrics;
- Practical knowledge of federal and state regulations regarding correct water temperatures, sanitation and safety;
- General knowledge of institution regulation, policies and procedures;
- Ability to instruct and train on proper laundering methods, use of equipment and proper work habits;
- Ability to maintain custody of approximately 30 inmates assigned to laundry and to maintain strict control of volatile and dangerous items;
- Ability to cooperate with and assist various departments using laundry services in resolving problems and maintaining efficient operation;
- Ability to maintain accurate inventory, time, wage and equipment records;
- Ability to plan and implement efficient procedures in order to carry out laundry services;
- Ability to supervise assigned employees and offender personnel.

Difficulty of Work:

Demands knowledge of laundry equipment and its proper useage as well as the proper cleaning of all types of fabrics while following all state and federal regulations and guidelines. Must have knowledge of proper cleaning of all types of fabrics as well as the use and proper storage of cleaning chemicals.

Responsibility:

Due to size of laundry operation, incumbent is responsible for supervising inmates who are performing a wide variety of duties concurrently and who are located throughout a large laundry facility. This responsibility requires judgment as to independence with which some inmates can be allowed to function in order to protect self and others from possible dangerous incidents. Incumbent works very independently in planning entire laundry operation to ensure appropriate services are provided. Incumbent evaluates procedures and methods and makes changes as necessary.

Personal Work Relationships:

Incumbent must be able to communicate and work with agency staff, offender personnel and support staff from other agencies.

Physical Effort:

Incumbent must be able to stand for long periods of time, walk, be able to bend, and lift.

Working Conditions:

Incumbent will work indoors in the washing, drying and folding area of the laundry; subsequently, will be exposed to the noise manufactured by the laundry equipment. Required deliveries and pick ups will be outside in heat, cold or inclement weather conditions.