

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Laundry Foreman 2		Class Code: 004AF2
	FLSA Status: Non Exempt	Salary Schedule: LTC 2	Effective Date:
	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:

- Provides laundry supervision
- Trains and supervises staff in the proper use of laundry, marking equipment and proper laundering and pressing methods;
- Ensures training programs are appropriate and timely to meet the needs of the department;
- Ensures employees understand the position requirements and the proper use of laundry equipment and supplies;
- Ensures that damage to equipment and waste of supplies is minimized;
- Performs related duties as required.

Job Requirements:

- Knowledge of the equipment in the laundry department and their proper operation as well as new equipment and supplies available;
- Knowledge of and the ability to select proper cleaning agents needed to launder or dry clean fabrics;
- Experience in scheduling pick up and delivery of laundry and assigning work to staff;
- Ensures laundry operations are scheduled so as to minimize conflict with other school functions;
- Experience in assigning duties to staff;
- Experience is needed to ensure staff assignments are realistic and appropriate, and that utilization of staff is maximized.

Difficulty of Work:

Incumbent may be exposed to irritating detergents and clothing. The work is done inside buildings which are heated and well-lit. However the buildings are hot in the summer time. The duties with the laundry requires a lot of standing, walking, bending, lifting, stooping and stretching.

Responsibility:

Incumbent ensures safe and sanitary conditions are maintained in the laundry in compliance with applicable regulations. Sets standards for the performance of laundry operations. Periodically inspects work to ensure standards are being met. Performs personnel duties including hiring, making disciplinary recommendations, performance appraisals and setting performance standards. Handles employee concerns and or issues appropriately and at the lowest possible level. Employee job descriptions, performance expectations and goals are kept current. Administrators and supervisors are advised in an appropriate, timely manner when problems arise.

Personal Work Relationships:

Incumbent must develop constructive and cooperative working relationships with agency staff, offender personnel and support staff from other agencies.

Physical Effort:

Puts forth the necessary physical exertion required to perform assigned tasks. Requires operation of laundry equipment, lifting large containers of laundry and/or linen and extended standing, walking, bending, lifting, stooping and stretching.

Working Conditions:

Conditions require both indoor and outdoor activities and supervision in all kinds of weather and circumstances. Incumbent is exposed to noise from machines in operation.