

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Laundry Supervisor 5		Class Code: 009AF5
	FLSA Status: Non Exempt	Salary Schedule: SAMLTC 5	Effective Date: 12-6-13
	Summary Incumbent will serve as the supervisor of the laundry operations at a state facility. Incumbent is responsible for operation and direction of laundry services and staff ensuring laundry is processed expeditiously. Incumbent will act as technical expert and advisor to management in all aspects of laundry operations including subcontract development, staffing, equipment needs.		

Duties:

- Provides supervision of laundry operations and staff;
- Responsible for operation and direction of all laundry workers, including state, federal, contract and/or DOC offenders in marking, sorting, cleaning, drying, mending, dry cleaning and pressing of clothing and linens;
- Develops efficient procedures to ensure timely laundry operations;
- Establishes a daily laundry schedule and assigns or adjusts the daily duties of laundry staff to meet facility needs;
- Responsible for maintaining inventory records for requisitioning all supplies and parts needed to operate the laundry;
- Participates with agency management for any billings or charges that may apply to outside contracted users of laundry services;
- Determines budgetary needs on a yearly basis and constantly monitors expenditures in order to recommend equipment purchases and/or additional staff required;
- Prepares budget and growth plan for laundry department and ensures that operations stay within allocation;
- Plans and makes recommendations for new laundry equipment, special cleaning solvents and/or staff required in order to maximize laundry efficiency;
- Meets with and explains laundry operations to various audiences including potential contracted users of laundry services;
- Assures that laundry operations meet IOSHA, ISDH and other state and federal regulations;
- Participates in interviews and makes recommendations for hiring new employees, promoting and reclassifying subordinates;
- Trains new employees on proper usage of the machinery;
- Performs related duties as required.

Job Requirements:

- Must annually pass and complete the DOC Inter-Agency Supervision of Out-Custody Work Crew Training course in order to supervise a DOC inmate labor crew;
- Specialized knowledge of the agency's laundry equipment and associated operational procedures;
- Specialized knowledge of and the ability to select proper cleaning agents needed to launder or dry clean fabrics and other supplies required to laundry products;
- Practical knowledge of federal and state regulations regarding correct water temperatures, sanitation and safety procedures;
- Knowledge of and the ability to administer institution policies, rules, regulations and procedures;
- Ability to supervise and train staff on proper laundering methods and use of equipment;
- Ability to cooperate with and assist various departments and outside agencies using laundry services in resolving problems and maintaining an 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.

Difficulty of Work:

Incumbent must be able to work in a very fast paced environment. Incumbent must be able to multitask at all times and be able to meet short deadlines or suspense dates. Must be able to adapt to a changing environment and be available to assist in any operation or training event as a role player.

Responsibility:

Incumbent is responsible for overall efficiency of laundry services ensuring the customers laundry as well as the institutions' laundry is processed expeditiously. Incumbent either assumes or delegates to an assistant daily work scheduling. Incumbent is responsible for evaluating procedures and equipment to ensure that regulations and sanitary standards are met. Incumbent is responsible for determining budgetary needs on a yearly basis and constantly monitors expenditures in order to recommend equipment purchases and or additional staff required.

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 is required to train staff to operate equipment. Must lift large linen or clothing containers and may be required to stand or walk constantly throughout the process of instructing and training staff. Lifting objects 75 pounds or less is required.

Working Conditions:

Incumbent works in a large laundry facility where the climate varies in extremes and the incumbent is exposed to loud noises from operating laundry machines. Incumbent may be required to work irregular shifts, days, nights, weekends and/or holidays. Incumbent is required to follow appropriate safety procedures and wear the required safety equipment while handling material (loading, unloading, stacking, etc.); upon exposure to toxic fumes, dust, and noise; cleaning chemicals; and, when operating various equipment to avoid injury.