

MEDINA COUNTY COMMISSIONERS

Job Description LAUNDRY SUPERVISOR COUNTY HOME



SUMMARY

The laundry supervisor reports directly to the County Home superintendent. Supervises the laundry worker. Oversees all laundry processes. Receives and sorts laundry, operates washers and dryers, treats stains and selects all cleaners. Repairs, mends, presses and folds laundry. Maintains the laundry area by repairing machines and keeping the area clean. Writes reports and orders supplies. Makes rounds of patients' wardrobes and linen closets. Performs related work duties when they are need.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Oversees all laundry operations. Makes recommendations concerning laundry, patient wardrobes and linen closets. Writes reports and keeps necessary records. Maintains inventories of supplies. Orders replacement supplies when necessary. Trains, schedules and supervises laundry worker. **Time spent: 30%**
- II. Helps in the laundry process. Collects and sorts laundry into separate loads by color, size, and fabric type. Operates washers and dryers; selects soaps and cleaning formulas. Mends, presses and distributes articles. **Time spent: 30%**
- III. Makes periodic rounds of patients' wardrobes, linen closets and clothes closets. Decides what is needed. Mends and fits patients' clothes properly. Consults with patients on their concerns. **Time spent: 15%**
- IV. Maintains machines and laundry area. Observes standards for safety and cleanliness. Maintains cleanliness in laundry room. **Time spent: 10%**
- V. Attends staff meetings. Consults with superintendent regularly. Performs other duties as assigned. **Time spent: 15%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

Class #: _____ Class Title: _____ Division: _____
Unit: _____ Normal Working Hrs : Fr _____ to _____ Position Control #: _____
County of Employment: _____ Working Title: _____ Pos # & Title of Supervisor: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Methods used in laundering; (2) Materials; (3) Equipment; (4) Basic clothing and garment repair techniques; (5) Laundry detergents and formulas; (6) Sewing machines; (7) Laundry process; (8) Supervision; (9) Health and safety standards; 	<ul style="list-style-type: none"> Operates washers, dryers and other laundry equipment Sort items by color, size fabric type and appropriate cleaning process Repairs and mends laundry Adjust formulas for various types of soils Supervises laundry worker Observes standards for safety and cleanliness
Skills:	<ul style="list-style-type: none"> (10) Read and follow detailed laundry instructions; (11) Keep records; (12) Operate various laundry or institutional equipment, including reading and interpreting gauges; (13) Select and adjust soap formulas; (14) Determine the best method to repair garments; 	<ul style="list-style-type: none"> Adjusts formulas for various types of soils Writes reports and keeps necessary records Operates washers, dryers, and other equipment Repairs and mends laundry Maintains records of times and materials
Ability:	<ul style="list-style-type: none"> (15) Distinguish between colors; (16) Perform repetitive work; (17) Exercise initiative and judgment in salvaging torn or discolored garments and other material; (18) Stand most of the work day; (19) Work in areas of high and low temperatures; (20) Frequently move moderately heavy loads of laundry to and from laundry bags, baskets, washer and dryers; (21) Relate with geriatric patients 	<ul style="list-style-type: none"> Sort items by color Removes unsalvageable materials from service Operates washers, dryers and other laundry equipment Restock the laundry in storage Consult with patients on their concerns

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) Graduate from high school or equivalent
- 2) Knowledge of laundering and sewing
- 3) 2-3 years previous supervisory experience

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Ability to perform close repetitive work
- Physical activity includes standing throughout the day
- Intermittent physical activity consists of walking and sitting
- Ability to lift large loads of laundry
- Will be exposed to hot and cold temperatures
- Specific vision abilities required by this job include close vision, the ability to adjust focus and the ability to determine between colors.

MAJOR WORKER CHARACTERISTICS

- Knowledge of laundry process
- Ability to use whole numbers, understand systems and procedures.
- Knowledge of County Home policy
- Knowledge of laundry formulas and detergents
- Ability to use laundry equipment
- Ability to work with geriatric patients
- Knowledge of supervision