

LAUNDRY COORDINATOR

KIND OF WORK

Supervising one or more sections of an institutional laundry.

NATURE AND PURPOSE

An employee in this class is responsible for directing the operation of assigned laundry functions. Responsibility includes maintaining workflow and production standards. Workflow must be coordinated with other operating sections. The employee may supervise the entire operation of a small or partial laundry operation. Assignments, supervision and review are received from the Laundry Superintendent or higher level administrator.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Enforces safety regulations.

Maintains laundry equipment by cleaning, greasing, and making minor repairs and adjustments.

Maintains production reports and schedules.

Supervises sorting, checking and marking operations.

Supervises the operation of machines used in laundry operations.

Trains new employees in performance of duties.

Coordinates production with other functional departments.

Develops and enforces a cleaning schedule for machine and work areas under supervision.

Directs the work of a specialized unit within a laundry operation such as pressing, mending, finishing or central linen.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of applicable safety standards.

Considerable knowledge of modern large scale laundry processes and equipment.

Considerable knowledge of textiles and colored materials and their reaction to soaps, bleaches, water temperature and machine washing.

Ability to:

Ability to work under conditions of high temperatures and humidity.

Ability to layout work and to instruct and supervise others in laundry operations.

Est.: 4/40
Rev.: 7/67

T.C.: 07/29/85
Former Title(s): Laundry
Supervisor