

Job Classification Specification

Jobcode Data

Effective Date Job Code 042722 Status A Reg/Temp Preferred

Description LAUNDRY WORKER 2

Minimum Salary Range \$2292.00 Maximum Salary Range \$3433.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, is responsible for leading others in institutional laundry work of routine difficulty; and performs related work as required.

Distinguishing Features: This is the lead class in the Laundry Worker sub-series. An employee in this class is assigned to lead and perform a full range of institutional laundry services. This class differs from that of the Laundry Worker 1 in that an incumbent of the latter acts in an entry-level capacity rather than as a lead person. This class differs from that of the Laundry Supervisor in that an incumbent of the latter is responsible for full supervisory duties of substantial nature.

RESPONSIBILITIES

Coordinating the Work and Activities of Others:

1. Acts as the lead worker in a laundry operation for other staff and offenders.

Performing Administrative Activities:

1. Maintains files, reports, and records for daily operations, personnel, and administration for laundry service and personnel as required by code, policy, and procedure.

Staffing Organizational Units:

1. Recommends staff needs and allocations to management relative to laundry service operations.
2. May participate in the employee hiring processes for the work unit recommending hires and promotions of staff.

Developing Objectives and Strategies:

1. Assists in the performance of analysis of laundry facilities, systems, and equipment to meet the projected needs

of the facility in laundry operations.

Establishing and Maintaining Interpersonal Relationships:

1. Interacts in a positive manner with other staff members and fellow employees to foster and maintain a harmonious working environment.
2. Communicates effectively with others to resolve conflicts quickly and efficiently.

Getting Information:

1. Reviews supply stocks and inventory to insure that production requirements can be met.
2. Checks laundry bags for inventory/location sources/proper marking as required by procedures.

Developing and Building Teams:

1. Encourages teamwork and cooperation among all persons involved in laundry service operations.

Training and Teaching Others:

1. Mentors and coordinates training needed for new and existing staff to meet operational and staff developmental needs.

Identifying Objects, Actions, and Events:

1. Identifies the potential impact of special events on laundry operations.
2. Identifies problems relative to laundry operations that need to be communicated to immediate supervisors and facility management.

Interpreting the Meaning of Information for Others:

1. Instructs staff and/or offenders about policies, procedures, and work requirements for assigned duties as needed.

Resolving Conflicts and Negotiating with Others:

1. Promptly takes appropriate action to resolve problems and settle disputes.

Guiding, Directing, and Motivating Subordinates:

1. May provide performance guidelines, performance monitoring, and personnel performance evaluations to staff as required by policy and procedures.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

1. Assists in estimating the materials and products needed for daily operations and special events involving laundry services operations.
2. Assists in estimating the time and staff requirements needed for preparation and laundry service delivery for daily operations and special events.

Inspecting Equipment, Structures, or Material:

1. May perform inspections of chemical storage for contents and inventory accountability.

2. Inspects laundry tools and equipment for safety and proper operation in order to take corrective action if needed.
3. Conducts safety, sanitation inspections, and quality checks of laundry processes and operational areas.
4. Inspects laundry supply deliveries for quality and quantity.

Coaching and Developing Others:

1. Works with all assigned personnel to develop their personal career skills and abilities.

Monitor Processes, Materials, or Surroundings:

1. Monitors inventory and use of hazardous materials used in laundry preparation areas.
2. Monitors and reviews daily, weekly, and monthly inspections of processes and procedures as required by policy and procedures.
3. Reviews performance of quality checks and may do quality checks during the laundry processes.

Making Decisions and Solving Problems:

1. Takes corrective action if laundry sanitation and safety guidelines are not being met.
2. Recommends and takes corrective actions when problems are identified with supply and labor costs.
3. Makes recommendations for changes needed in policies and procedures to improve quality and efficiency in laundry service operations.

Scheduling Work and Activities:

1. May develop, check, and maintain laundry service staff's work schedules in order to meet laundry service production operations needs.

Performing General Physical Activities:

1. May be required to stand or walk for long periods of time to monitor laundry service preparation processes and operational service lines.
2. Performs laundry work loading and unloading washing machines and dryers and sorting laundry.

Analyzing Data or Information:

1. May analyze laundry production and purchasing records to determine the status and any problems relative to laundry cost control.

Interacting With Computers:

1. May use a computer to process time for payroll purposes, performance evaluations, and to process purchase and work orders.

Repairing and Maintaining Mechanical Equipment:

1. Performs small or routine maintenance tasks on laundry equipment such as cleaning and oiling the equipment.

Judging the Qualities of Things, Services, or People:

1. Ensures that laundry quality and consistency meets required guidelines.
2. Monitors all personnel and staff in the laundry areas to ensure that they meet the standards as required by policy

- and procedures.
3. Cooperates with others to meet work assignments.

Assisting and Caring for Others:

1. Responds appropriately when personal assistance is needed.

Communicating with Supervisors, Peers, or Subordinates:

1. Effectively communicates with other staff, supervisors, and offenders concerning events, activities, and policies related to laundry service to promote effective completion of work requirements and tasks.

Communicating with Persons Outside Organization:

1. May communicate with vendors/contractors relative to contracts and support for facility laundry operations as required by code, policy, and procedures.

Operating Vehicles, Mechanized Devices, or Equipment:

1. Operates state laundry equipment in the conduct of their work.
2. May operate vehicles in the conduct of their work.

Updating and Using Relevant Knowledge:

1. Attends and participates in all required in-service and pre-service training related to applying new knowledge to their job responsibilities.
2. Reviews policies and procedures for needed changes to improve laundry service and operations.

Handling and Moving Objects:

1. Handles laundry and laundry supplies on a daily basis.

Repairing and Maintaining Electronic Equipment:

1. May perform minor repairs and services on electronic components of laundry equipment.

Processing Information:

1. May check product inventory levels against use and production reports to detect and prevent loss and waste and to control laundry costs.
2. May compile and check the laundry production counts and other production monitoring processes and reports.
3. May check staff's work schedules and hours relative to work requirements to meet production needs and to assist in controlling overtime costs.
4. May check laundry supply delivery paperwork for quality control against the quantities and products ordered.

Organizing, Planning, and Prioritizing Work:

1. Prioritizes and schedules daily, weekly, and monthly personal work activities.

Evaluating Information to Determine Compliance with Standards:

1. May assist in the review of required reports and inspections relative to laundry service operations to insure they are properly prepared and performed according to required standards and policy.

QUALIFICATIONS

Education and Experience: Experience equivalent to one year of fulltime experience in volume commercial or institutional laundry work.

Necessary Special Qualifications: None.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

COMPETENCIES

Competencies:

1. Functional/Technical Competencies
2. Learning on the Fly
3. Problem Solving
4. Organizing
5. Managing Through Systems
6. Customer Focus
7. Timely Decision Making
8. Sizing up People
9. Time Management
10. Patience

Knowledge:

1. Clerical
2. Computers and Electronics
3. Customer and Personal Service
4. Mathematics
5. Production and Processing
6. Public Safety and Security

Skills:

1. Active Listening
2. Active Learning
3. Critical Thinking
4. Speaking
5. Monitoring
6. Judgment and Decision Making
7. Reading Comprehension
8. Complex Problem Solving
9. Time Management

Abilities:

1. Category Flexibility
2. Time Management
3. Problem Sensitivity
4. Oral Comprehension
5. Oral Expression
6. Arm-Hand Steadiness
7. Near Vision
8. Written Comprehension
9. Speech Clarity
10. Speech Recognition

TOOLS & EQUIPMENT

1. Computer
2. Telephone
3. Fax Machine
4. Printer
5. Laundry Equipment