

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Assistant Laundry Supervisor 6		<b>Class Code:</b> 009AF6
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC	<b>Effective Date:</b> 10-3-14
	<b>Summary</b> Incumbent serves as the assistant supervisor of the laundry in a state facility and is responsible for the direction of lower level laundry workers in the laundry operation.		

**Duties:**

- Assists the Laundry Supervisor 5 to develop efficient procedures to ensure timely laundry operations;
- Assists in scheduling the cleaning of items daily to adjust the work flow of the laundry workers and assigns daily duties to the workers;
- Responsible for maintaining inventory records of linens for requisitioning, all supplies and parts needed to operate the laundry;
- Plans and makes recommendations for new laundry equipment, special cleaning solvents, and/or staff required in order to maximize efficiency of laundry;
- Meets with and explains laundry operations to various regulatory representatives;
- Assures that laundry operations comply with IOSHA, Board of Health, and various state and federal regulations;
- Interviews and makes recommendations for hiring new employees and promoting and/or reclassifying subordinates;
- Trains new employees on proper usage of the machinery;
- Performs related duties as required

**Job Requirements:**

- Specialized knowledge of the equipment in the laundry and their proper operation as well as of new equipment and supplies available;
- Specialized knowledge of and ability to select proper cleaning agents needed to launder or dry clean fabrics;
- Practical knowledge of federal and state regulations regarding correct water temperatures, sanitation and safety;
- General knowledge of institution regulations, policies and procedures;
- Ability to supervise and instruct staff on proper laundering methods and use of equipment and to train them in proper work habits;
- Ability to cooperate with and assist various departments using laundry services in resolving problems and maintaining 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;
- Effectively communicate, both orally and in writing.

**Difficulty of Work:**

Incumbent must maintain knowledge of a variety of equipment used in laundry processing. Work involves performing a variety of standardized tasks requiring application of established procedures and guidelines.

**Responsibility:**

Incumbent is responsible for providing input to the Supervisor regarding procedures and equipment to ensure that regulations and sanitary standards are met.

**Personal Work Relationships:**

Incumbent has contact with residents, offenders, other agency staff and agency management.

**Working Conditions:**

Incumbent is normally required to operate equipment, lift large containers of linen and clothing and to stand and/or walk constantly throughout the process of instructing and training staff.

Incumbent works in a large laundry facility where healthy climate control is not feasible and where incumbent is exposed to noise from machines in operation.