

Code: 4312

Title: LAUNDRY ATTENDANT-LEAD

SUMMARY: Leads and participates in laundry room operations in an institutional health facility.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Leads assigned employees in the day-to-day operation of an institutional laundry facility;
Receives daily linen deliveries and verifies invoiced quantity;
Inspects delivered linen and rejects items deemed unacceptable due to stains or poor quality;
Monitors daily linen usage and adjusts linen order accordingly;
Enforces infection control and sanitation procedures for the laundry;
Coordinates with contractors to resolve problems;
Monitors invoices ensuring correct accountability for deliveries and returned items;
Supervises and participates in restocking supply carts and linen rooms;
Operates and maintains commercial washing machines and clothes dryers;
Ensures identification of residents' personal items and tracks lost items;
Maintains specialized linens and supplies required by the resident population;
Assists in the assessment of new products and supplies;
Attends management team meetings.

KNOWLEDGE & SKILLS:

Knowledge of:

- applicable infection control and sanitation regulations;
- standards for linen supplies;
- laundry equipment and supplies;
- function and operation of laundry equipment;
- linen usage in a long term care setting;
- laundry facility policies and procedures;
- practices and principles of supervision and management;
- basic mathematics.

Skill in:

- reading, understanding and applying regulations;
- inspecting linen to ensure acceptable standards;
- operating laundry equipment and machinery;
- ordering and caring for specialized linens;
- leading and directing assigned staff;
- maintaining adequate stock levels of linens and supplies;
- communicating effectively, both orally and in writing;
- making routine mathematical calculations.

MINIMUM QUALIFICATIONS:

EITHER:

- (1) One year of experience in a lead or supervisory capacity in an institutional or commercial laundry facility.
- OR:
- (2) One year of experience with Pima County as a Laundry Attendant.

OTHER REQUIREMENTS:

Special Requirements: Ability to independently move and manipulate heavy objects.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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