

## **LAUNDRY SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the supervision of the laundering and distribution of linen and clothing to the incarcerated individuals of the Broome County Correctional Facility. The incumbent ensures that proper procedures and safety requirements are performed towards achieving the operational objectives of the laundry facility. The work is performed under the direct supervision of the Zone Sergeant. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the daily operations of the laundry facility to ensure adherence to established procedures and standards;  
Plans the operation of the laundry facility in order to clean, sort, and deliver laundry utilizing equipment (e.g., industrial washes/dryers), for housing units;  
Ensures quality controls are in place for all linen processes;  
Ensures cleanliness of the laundry facility at all times;  
Supervises the maintenance of the laundry equipment and supplies for the correctional facility to ensure the equipment is functioning properly;  
Instructs incarcerated individuals assigned to the laundry facility to safely utilize the equipment in order to clean, sort, and fold laundry in accordance with manufacture specifications and safety requirements;  
Maintains order and supervises the conduct of the incarcerated individuals assigned to the facility laundry to prevent escape, or physical assaults that may result in injury, and reporting of any suspicious behavior/activities to the Zone Sergeant;  
Leads incarcerated individuals in the operation of the laundry facility to produce clean laundry utilizing chemical formulas, length of washing times, and water temperature for all incoming and outgoing linen and inmate uniform/clothing;  
Responsible for inventorying chemical/detergents for the laundering of linens and incarcerated individuals uniforms/clothing and putting in a request to the Zone Sergeant to replenish supplies as needed;  
Responsible for keeping an accurate inventory of linens and incarcerated individuals uniforms/clothing and putting in a request to the Zone Sergeant to replenish these items as needed;  
Assigns work/supervises and provides instruction to incarcerated individuals assigned to the laundry facility to complete

tasks (mopping, sweeping and general cleaning of the laundry facilities).

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of effective methods of supervision;  
Working knowledge of laundry methods and operations;  
Working knowledge of the operation of commercial grade laundry appliances;  
Working knowledge in the use of chemicals and detergents commonly used to clean laundry;  
Working knowledge of sanitation and disease prevention procedures necessary in an institutional laundry;  
Ability to plan, implement and coordinate activities required in the operation of the laundry facility;  
Ability to communicate effectively both orally and in writing;  
Ability to follow oral and written instructions;  
Ability to perform work requiring physical effort;  
Willingness to be exposed to dirt, grime, blood, and offensive sights and odors commonly associated with dirty laundry;  
Ability to communicate and give directives to workers in a respectful manor.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a general equivalency diploma and 4 years of supervisory experience.