



LAUNDRY SPECIALIST

CLASS SUMMARY: To supervise and participate in the laundry operations of the adult correctional facility; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives supervision from the Food Services Manager. Exercises functional and technical supervision over assigned inmate workers.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Plans, organizes and directs the work of inmate workers assigned to the laundry section of the adult correctional facility. |
| 2. | Supervises washing, extracting, sorting and drying operations; performs laundry work as needed. |
| 3. | Instructs inmate workers in equipment operation. |
| 4. | Inspects incoming and outgoing laundry and supplies for contraband. |
| 5. | Supervises cleaning, checking and distribution of laundry and operation of laundry facility and equipment. |
| 6. | Maintains security in the laundry area and storage areas; writes reports; orders supplies, materials and equipment. |

Knowledge of (position requirements at entry):

- Modern large-scale laundry equipment and methods.
- Textiles and their reaction to soaps, detergents, water temperatures, machine washing and drying.
- Health, safety and sanitation practices.

Ability to (position requirements at entry):

- Train and supervise others in laundry operations.
- Plan and organize a workload.
- Perform duties under conditions of high temperatures and extreme humidity.

Training and Experience (positions in this class typically require):

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Two years of responsible commercial or institutional laundry experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY
Laundry Specialist (Continued)

NOTE: This position is represented by Lane Co Peace Officers' Assoc.

<u>Classification History:</u>

FLSA Status: Non-Exempt
