

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**LAUNDRY WORKER
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions performing a variety of laundry tasks within a state facility. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions responsible for a wide range and combination of semi-skilled laundry activities within a state facility or campus.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that for a majority of the time (more than 50%) perform a variety of manual custodial tasks and are more appropriately classified as a Custodian.
2. Positions that for a majority of time (more than 50%) perform a variety of manual and labor-intensive work and are more appropriately classified as a Laborer Worker.
3. Positions that meet the statutory definition(s) of supervisor, management, and/or professional in s. 111.81(19), (13), and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter this classification series by competition. Advancement to the Laundry Worker Lead level will occur through competitive examination.

II. DEFINITIONS

LAUNDRY WORKER

This is work associated with the performance of a variety of laundry tasks as identified below in the examples of work performed. Work is performed under general supervision.

Examples of work performed:

- Feed flatwork such as sheets and aprons into the flatwork ironer.
- Sort and fold dried clothing.
- Assist in linen distribution and inventory.
- Assist in filling requisitions and loading laundry carts.
- Use hand irons.
- Operate folding machine.
- Operate steam press equipment.
- Sort and classifies soiled laundry.
- Load, operate, and unload tumble dryers.
- Load, truck, and transport soiled and/or clean laundry.
- Load, operate, and unload washing machines.
- Prepare washing, cleaning, and bleaching solutions.
- Determine washing cycle, formula, and temperature according to type of laundry.
- Develop wash programs for automatic and semi-automatic equipment.
- Load, balance, operate, and unload extractors.
- Responsible for cleaning and routine maintenance of equipment and the reporting of malfunction of equipment
- May be responsible for keeping records and making reports.
- Perform related work as required.

LAUNDRY WORKER-LEAD

This is lead-level work directing the activities of a large laundry sub-unit, or functioning as the assistant to the supervisor in the overall operation of a large laundry facility. Positions allocated to this level perform the duties described within the Laundry Worker level and, in addition, perform leadworker duties such as providing training on laundry operations and procedures; planning, assigning and reviewing work; monitoring the completion of work assignments; providing general assistance and guidance to laundry staff; and maintaining records, making reports and performing related work. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003, and announced in Bulletin MRS-SC-153. This classification series collapses the Laundry Worker 1, 2, and 3 into Laundry Worker. In addition, the Laundry Worker-Lead is created to describe positions performing leadworker responsibilities, which results in the abolishment of Laundry Services Assistant and Laundry Worker 4. These actions are all taken as a result of the Blue Collar Survey.

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