

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

LAUNDRY SERVICES SUPERVISOR

I. DEFINITION

This is very responsible supervisory work involving management of a large laundry facility in a state institution. The work involves scheduling and supervising the work of laundry employes and the planning and adjustment of the workload distribution to meet heavy production demands. The work is performed under general supervision.

Examples of Work Performed:

- Plans and supervises the total operations of a large institution laundry.
- Effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employes.
- Adjusts grievances of subordinate employees.
- Inspects and maintains laundry machines to assure good working order.
- Assigns, trains and instructs employes and assistants in the methods and procedures of the laundry operation.
- Prepares or supervises laundry workers in the preparation of all starch, bluing, bleaching, sterilizing and soap solutions.
- Requisitions supplies and keeps records of employes and materials.
- Maintains effective working relationships among employes and residents.
- Performs related work as required.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Thorough knowledge of established methods, practices, material and equipment of laundry operations.
- Thorough knowledge of textiles and their reactions to various soaps, bleaches, water temperatures and methods of finishing.
- Thorough knowledge of the standards of safety and sanitation to be maintained.
- Thorough knowledge of the preparation and use of standard laundry and dry cleaning compounds and solutions.
- Ability to plan, assign and supervise the work of a large staff of employes and residents.
- Ability to keep records and prepare clear and concise reports and estimates.
- Ability to follow and instruct others in the application of prescribed formulas for bleaches, soaps, bluing and sterilizing solutions.
- Skill in the operation and care of standard laundry equipment.

Training and Experience:

Graduation from high school and four years of experience in a commercial or institution laundry, two years of which shall have been in a supervisory capacity; or an equivalent combination of training and experience.