

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Laundry

SERIES NO.:

4252

MAJOR AGENCIES:

Mental Health, Developmental Disabilities, Youth Services

EFFECTIVE DATE:

02/18/2018

SERIES PURPOSE:

The purpose of the laundry occupation is to clean, iron, store & distribute laundry in order to provide a sanitary environment for residents.

At the lower level, incumbents operate laundry equipment to wash & dry laundry, sort & distribute clean laundry & keep records of laundry handled. At the supervisory level, incumbents supervise personnel in a mini laundry or personnel assigned to one section of large institutional laundry. At the managerial level, incumbents manage the operations of a large institutional laundry.

This series does not include positions in correctional laundries (see Correctional Laundry series).

JOB TITLE

Laundry Worker

JOB CODE

42521

PAY RANGE

01

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of laundry practices & procedures in order to operate laundry equipment in safe & efficient manner.

JOB TITLE

Laundry Supervisor

JOB CODE

42525

PAY RANGE

05

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of laundry practices & procedures in order to supervise personnel in mini laundry or personnel assigned to one section of large institutional laundry (i.e., 3 or more units with Laundry Manager 2 as head) or personnel assigned to designated section of large inter-agency laundry facility (i.e., two or more separate institutions are serviced).

JOB TITLE

Laundry Manager 2

JOB CODE

42527

PAY RANGE

08

EFFECTIVE

02/18/2018

CLASS CONCEPT:

The managerial level class works under general direction & requires thorough knowledge of laundry practices & procedures & inventory control in order to manage large interagency laundry or large institutional laundry (i.e., has 3 or more units) (e.g., delivery, flatwork/finishing, washroom maintenance) & supervise personnel assigned to laundry department.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|------------------|-----------------|--------------|------------------|------------------|
| Laundry Worker | 42521 | 05 | 03/26/1990 | 01 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Sorts soiled laundry (e.g., clothes; linen; bedspreads) by colors, records receipt & release of agency laundry, contacts unit supervisors for clarification of laundry needs, reviews manufacturer's manual to measure cleaning solutions & operate commercial laundry equipment (e.g., washers; dryers; clothes press; folder) to clean & sanitize laundry, shakes out wet laundry, feeds large pieces of laundry (e.g., bedspread; blanket; curtains) on to flatwork ironer, catches, folds & stacks ironed flatwork into carts or bins & reports equipment failures to supervisor.

Folds roughdry laundry, sorts by identification & records damaged or lost laundry, operates sewing machine to repair resident clothes or agency linen, hand stitches small clothes articles (e.g., shirts, socks) as mending is required, operates marking machine to label resident clothing or marks by hand for dark articles of clothing, contacts unit supervisors when laundry is completed & arranges for pick-up or delivery.

Performs housekeeping duties (e.g., sweeps & mops floors; dusts equipment; washes windows).

MAJOR WORKER CHARACTERISTICS:

Knowledge of laundry practices & procedures*; safety practices associated with use of laundry equipment*; sewing or mending techniques & procedures*; housekeeping practices & procedures*; addition & subtraction. Skill in operation of laundry equipment*. Ability to read, copy & record figures; recognize safety warnings; stand, walk or bend continuously; lift up to 100 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

In accordance with Section 124.11 (B) (2) of Ohio Revised Code, Director of Administrator Services has determined this classification to be in the unskilled labor class & exempt from written examination.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposure to unpredictable behavior of clients, human waste or infectious toxic substances, temperatures hotter than 90 degrees F & loud constant noise from laundry equipment.

| <u>JOB TITLE</u> | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|--------------------|-----------------|--------------|------------------|------------------|
| Laundry Supervisor | 42525 | EX | 04/02/2006 | 05 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises personnel in mini laundry or personnel assigned to one section of large institutional laundry (i.e., 3 or more units with Laundry Manager 2 as head) or personnel assigned to designated section of large inter-agency laundry facility (i.e., two or more separate institutions are serviced) (e.g., interviews applicants & recommends for hire, schedules & assigns work, evaluates work performance, initiates discipline, adjusts grievances or effectively recommends such action, approves/disapproves requests for leave, trains, instructs & provides department orientation to new employees) & ensures laundry procedures (e.g., washing & drying; record keeping; safety & sanitary) are followed by staff in a timely manner.

Keeps employee daily time records, completes periodic reports as required, prepares requisitions as needed, contacts suppliers/vendors to obtain new supplies, assists supervisor in preparation of laundry department budget, attends & conducts meetings as required, writes laundry procedures & confers with supervisor for proper implementation.

Monitors repair & adjustment of laundry equipment, prepares work orders for repair & adjustment of equipment, assists staff in completion of laundry (e.g., loads/unloads washer or dryer; folds & stacks clothes) & housekeeping duties (e.g., sweeps & mops floors; dusts equipment; washes windows).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; laundry practices & procedures; safety practices associated with use of laundry equipment; inventory control*; addition & subtraction. Skill in operation of laundry equipment. Ability to deal with problems involving several variables in familiar context; understand technical & verbal instructions associated with operating laundry facility; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift up to 50 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in laundry equipment safety practices; 3 mos. trg. or 3 mos. exp. in laundry practices & procedures.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposure to unpredictable behavior of clients, human waste or infectious toxic substances, temperatures hotter than 90 degrees F & loud constant noise from laundry equipment.

| JOB TITLE | JOB CODE | B. U. | EFFECTIVE | PAY RANGE |
|-------------------|-----------------|--------------|------------------|------------------|
| Laundry Manager 2 | 42527 | EX | 02/18/2018 | 08 |

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages overall operations of large interagency laundry (i.e., two or more separate institutions are serviced) or large institutional laundry (i.e., has 3 or more units [e.g., delivery, flatwork/finishing, washroom, maintenance]), directs distribution & storage of finished laundry (e.g., recommends selection & quantity of equipment needed; writes equipment specifications; reviews supply & personnel costs, production statistics & suggestions from lower-level supervisors to formulate laundry department budget; writes laundry policies & ensures fair enforcement; establishes laundry quality standards & production levels for department; requisitions supplies & parts; charts & logs quantities of laundry collected & cleaned; writes periodic reports as required; attends & conducts meetings as required).

Supervises personnel assigned to laundry department (e.g., interviews applicants & recommends for hire, schedules & assigns work, evaluates work performance, adjusts grievances or effectively recommends such action, approves/disapproves requests for leave, establishes in-service training programs & health & safety programs for staff, conducts staff meetings).

Oversees maintenance & repair of all laundry equipment & prepares work orders, inspects work area & laundry equipment, prepares charts indicating quantities of cleaning & rinsing compounds required & safe levels of temperature & pressure required for effective operation of laundry equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; laundry practices & procedures; labor relations; safety practices associated with use of laundry equipment; budgeting; inventory control; fractions & percentages. Skill in operation of laundry equipment. Ability to deal with variables in somewhat unfamiliar context; understand technical & verbal instructions associated with operating laundry facility; gather, collate & classify information about data, people or things; move limbs/fingers easily to perform manual functions repeatedly.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 9 mos. trg. or 9 mos. exp. in laundry practices & procedures; 3 mos. trg. or 3 mos. exp. in labor relations; 9 mos. trg. or 9 mos. exp. in laundry equipment safety practices & procedures; 3 mos. trg. or 3 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in inventory control.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposure to unpredictable behavior of clients, human waste or infectious toxic substances, temperatures hotter than 90 degrees F & loud constant noise from laundry equipment.