



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 7210

LAUNDRY SUPERVISOR

GRADE E

SCOPE OF WORK:

Individuals in positions assigned this classification perform work activities associated with participating in and supervising one or more functions of an institutional laundry operation. Coordination and supervision responsibilities are of limited complexity.

DUTIES PERFORMED:

- Distribute work assignments among laundry workers; prepare schedules; monitor and inspect work.
- Instruct employees in laundry operations and procedures.
- Order laundry supplies.
- Perform required record keeping activities concerning procurement, time and attendance, activity, inventory, etc.
- Clean, lubricate, and adjust laundering equipment; make minor repairs.
- Sort, inspect, and mark soiled linen.
- Wash, dry, press, and fold laundry.
- Determine appropriate laundering methods for a particular type of material; prepare appropriate solutions.
- Cut, sew, and mend linens, clothing, or other cloth items.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma, or GED, and two years of experience in a laundry operation.

Eff. Date: 06/92 – Replaces class code 6203

Rev: 03/98 – Rewritten to proper format

Rev: 07/12 – Conversion to Hay System