

COUNTY OF SOLANO
LAUNDRY COORDINATOR

DEFINITION

Supervises and participates in laundering and dry cleaning clothing and bedding for the County Jails and Juvenile Hall.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to provide laundry and dry cleaning services to the Sheriff's department and Juvenile Hall. The incumbent plans, organizes and supervises the work of a crew of inmates, operates the dry cleaning machine and directs laundry and dry cleaning activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Jail Support Services Lieutenant.

Exercises supervision over inmate work crews.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Supervises inmate work crews; assigns, schedules, coordinates and reviews work activities; provides training in sorting, weighing and cleaning laundry and dry cleaning; handles simple personnel problems; reviews more complex problems with facility supervisor and recommends solutions.

Oversees the maintenance of equipment and machinery; performs preventive maintenance and simple repairs on equipment; coordinates more complex repairs; cleans and lubricates equipment.

Orders and maintains inventory of cleaning supplies and materials including soaps and cleaning solutions; receives and stocks materials and supplies; ensures inventory control.

Performs laundry and dry cleaning functions with work crews; operates machines and equipment; sorts, weighs laundry; folds and sorts clean laundry.

Oversees the preparation of laundry and dry cleaning inventories performed for each facility; monitors condition of and replaces bedding supplies as necessary.

Drives truck and/or van to pick up and deliver laundry to facilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Considerable knowledge of methods and practices used in dry cleaning and laundering clothing and bedding; cleaning methods required for a variety of fabrics and materials.

Equipment and machine operation including washing, drying and dry cleaning equipment.

Cleaning soaps and solvents.

Inventory methods.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Operate equipment and machines including washing, drying and dry cleaning equipment.

Drive a motor vehicle.

Ability to:

Develop and implement operational procedures.

Establish and maintain cooperative working relationships.

Comply with laws, regulations and professional practices governing laundry program services and operations.

Maintain records and document actions taken.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

One year of laundry/dry cleaning experience that includes equipment operation and disposal of dry cleaning solvents.

Education/Training:

High school diploma or equivalent.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license is required.

Possession or ability to obtain Plant Operator Registration issued by the State Board of Fabric Care.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents must be able to perform work which may include lifting objects weighing between twenty five and fifty pounds and work with hazardous chemicals.

ADA COMPLIANCE

Physical Ability: Requires regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, prolonged standing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing or pulling of moderately heavy objects and materials (20 – 50 pounds.)

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.



Director of Human Resources

Revised Date: November 2002

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