



Office of Human Resources  
Laundry Supervisor - CJ2545  
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### General Statement of Duties

Supervises laundry operations for Denver Health Medical Center.

### Distinguishing Characteristics

This class is distinguished from the class of Laundry Worker that performs drying, pressing and distribution of laundry at Denver Health, and is also distinguished from the Laundry Manager class that manages and directs the laundry activities at Denver Health.

### Level of Supervision Exercised

Supervises two or more employees who do not supervise.

### Essential Duties

Supervises employees involved in the cleaning of hospital laundry and monitors, inspects or rejects work in progress.

Performs laundering of hospital linen.

Ensures timely delivery of hospital linen, pick up soiled linens and checks the condition of linens for worn spots or tears.

Charts and logs quantities of laundry collected.

Maintains safety, environmental and infection control policies and procedures.

Performs minor equipment repair.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Trains new employees.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of chemicals and cleaning agents sufficient to be able to maintain a clean work area and equipment.

Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.

Skill in utilizing and operating a variety of laundry machines.

Skill in maintaining and repairing equipment and machinery.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Two (2) years of experience in the operation of a variety of laundry machines in a commercial or institutional laundry.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Potential exposure to hazardous anesthetic agents, body fluids and wastes.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to odorous chemical and specimens.

Potential exposure to patient elements.

Potential exposure to the risk of blood borne diseases.

Potential exposure to toxic chemicals.

Potential exposure to infections and contagious diseases.

Potential exposure to unpleasant patient or unit elements.  
Pressure due to multiple calls and inquiries.  
Subject to injury from moving parts of equipment.  
Subject to many interruptions.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

Labor and Trades Supervisor

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-609

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**