

Class Concept

Work in this class involves receiving, storing and issuing linens at an institution. Work assignments may be received from a working supervisor or employee may be expected to function independently under guidance or departmental policies, Employee assists superiors and plans work in order to expedite production, repair, and maintenance of supplies of fresh linen and other finished articles. May perform simple sewing operations. Tasks performed are largely repetitive in nature and are checked by a supervisor or departmental superior through spot inspections, review of operating reports, and analysis of comments expressed by those served and for adherence to departmental operating policies and efficient performance of duties

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to follow written and oral instructions.
- Ability to learn routine procedure in a reasonable length of time.
- Ability to deal courteously and to work effectively with others.
- Ability to perform simple sewing operations.

Minimum Education and Experience

Education and/or experience in a commercial or institutional laundry that is directly related to the job and consistent with accepted practices of the trade.