

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : **Laundry Work Supervisor**

CORECODE :

POST LEVEL AND SALARY CODE : **4**

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To render laundry services an institution.

C. KEY PERFORMANCE AREAS

(a) Supervise laundry operations

- Check and verify laundry machine functioning
- Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols
- Identify and send linen for mending
- Receive and record collected linen in the linen receiving/depositing area
- Record sorted dirty or soiled linen in the linen register
- Supervise off loading of the washed linen from the washing machine
- Supervise sorting and channeling of washed linen to the relevant areas such as drying machine, ironing machine, pressing machine, folding and packing area
- Supervise folding of washed blankets and dispatching to relevant wards in line with set time lines
- Supervise folding, packing of linen to the shelves of the linen bank
- Supervise and record of dispatched linen from the linen bank to the hospital wards

(b) Supervise provision of laundry maintenance services

- Check and monitor condition of laundry machine equipment

- Supervise and monitor cleaning of laundry equipment in line with environmental/ health safety standards
- Check compliance of laundry

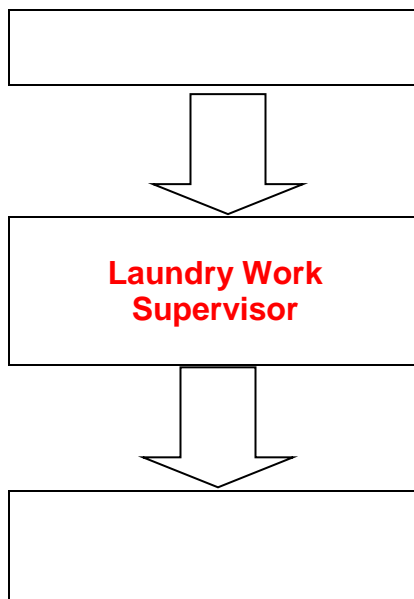
(c) Supervise human and physical resources

- Allocate functions to staff
- Supervise provision of laundry services
- Develop allocation schedules or duty rooster
- Supervise reporting on attendance register as part of leave administration
- Guide and mentor staff on the provision of laundry services
- Supervise and report on staff performance through the compilation of staff job description and performance work plans
- Conduct performance reviews of staff
- Inspire and motivate staff performance
- Facilitate the undertaking of disciplinary measures in cases of deviations
- Order laundry stock, equipment and machines
- Report faults of laundry machines to the laundry manager

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND ORGANISATION STRUCTURE

NOTE:

This organizational structure serves as an **example only**. Each department or institution should design its organizational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.



E. INHERENT REQUIREMENTS OF THE JOB

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

Grade 10/abet level 4

Three (3) years laundry work or related experience required

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: