

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : **Linen Worker Supervisor**

CORE CODE :

POST LEVEL AND SALARY CODE : **4**

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To supervise linen services in an institution.

C. KEY PERFORMANCE AREAS

(a) Supervise linen operations

- Check and verify the allocation/receipt of linen to/from various sections/wards
- Identify and send linen for mending
- Supervise the packing, sorting, cleaning and issuance of linen.
- Receive and record collected linen in the linen receiving/depositing area
- Record sorted dirty or soiled linen in the linen register
- 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 human and physical resources

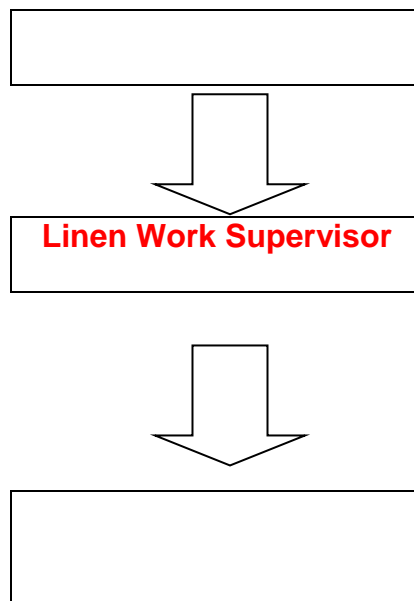
- Allocate functions to staff
- Supervise provision of linen services
- Develop allocation schedules or duty rooster
- Supervise reporting on attendance register as part of leave administration
- Guide and mentor staff on the provision of linen services

- 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 linen stock, equipment and machines
- Report faulty linen to the relevant personnel

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

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at

<http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

- NQF level 3 (Grade 10 certificate or equivalent)
- 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: