



Example of Laundry Supervisor Job Description

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Our company is growing rapidly and is looking for a laundry supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for laundry supervisor

- Receives sorts and sends all dirty uniforms to Valet for cleaning
- Allocates equipment to staff and monitors daily equipment use, cleaning and maintenance
- Maintains standards and control of discards on a regular basis
- Provides training to staff throughout the laundry/valet as required to ensure correct use of equipment and proper techniques for producing a superior end result
- Supervise the daily activities of the laundry staff
- Orders supplies based upon approved facility lists
- Assists in conducting periodic inventories
- Ensure that housekeepers clean patient bathrooms including sinks, toilets, tubs and showers
- Ensure that housekeepers empty garbage cans in patient rooms, patient bathrooms, activity areas and other areas throughout the center
- Ensure that patient areas are clean, including mopping and/or buffing floors, dusting furniture both on top and underneath

Qualifications for laundry supervisor

- Must be able to move around and stand on your feet for long periods of time
- Inspect all laundry equipment, linen, guest & staff laundry items and to ensure uniforms, guest rooms/suites upholstery, F&B linen and public areas are clean and in good repair to meet guest satisfaction

- Able to change chemical drums and clean lint filters (wearing protective gear)
- Able to lift 40 lbs and roll carts which may weigh 150 lbs