



Example of Laundry Supervisor Job Description

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Our innovative and growing company is hiring for a laundry supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for laundry supervisor

- Inspect all hallways, elevators, public areas, closets, and laundry room
- Ensure the performance of all team members of the Housekeeping laundry department
- Plans, organizes, implements and controls Soiled Linen Services operations to meet departmental goals and objectives to ensure JCAHO and other quality and regulatory standards are met
- Develops and implements shipping work schedules and assignments
- Develops and implements processes through orientation, training and education
- Promotes the flow of information by establishing, utilizing and maintaining effective communication systems
- Supervises the gathering of production accounting data to ensure the accurate measurement of productivity in assigned department
- Supervises and directs the workflow and production assignments to ensure the most effective and efficient use of resources
- Directs department based quality monitoring and evaluation activities and implements measures to ensure that hospital, JCAHO and other quality standards are met
- Promotes the flow of information by establishing, utilizing and maintaining effective communications systems within and outside the department

Qualifications for laundry supervisor

- 2+ proven leadership experience in an operational environment, preferably manufacturing
- Strong understanding of Lean theoretical principles and methodologies
- Proven personal effectiveness through integrity, motivation, dependability/reliability, willingness to learn, interpersonal skills, professionalism and initiative
- Workplace competencies
- Demonstrated success in a teaming environment