



Example of Laundry Supervisor Job Description

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Our growing company is looking to fill the role of laundry supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for laundry supervisor

- Store and dispense cleaning supplies and chemicals in accordance with applicable codes
- Conduct inspections of work area and equipment for compliance with the requirements of all applicable policies, procedures, rules, standards and/or health, sanitation and safety laws
- Hires, develops and retains a competent, productive and quality conscious staff
- Ensures that all colleagues in the Uniform Room maintain a consistently high level of professional appearance
- Ensures all colleagues in the Uniform Room are aware of all rules set in Shangri-la Employee Handbook and adheres to
- Submits all uniform orders to the Service Manager - Laundry or Executive Housekeeper in a timely manner
- Conducts hands-on training with all new Uniform Room Service Associates
- Participates in regular meetings with the Service Manager - Laundry or Executive Housekeeper
- Keeps accurate record of all discarded uniforms
- Maintains records of uniforms issued to each department

Qualifications for laundry supervisor

- Open to working Midnight Shift (11 -7)
- PC proficient in MS Office and full Google suite
- Professional laundry experience preferred

- Must be able to work in plant setting with machines that have steam