



Example of Laundry Supervisor Job Description

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Our company is growing rapidly and is hiring 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

- Ensures that the uniform card record system is kept up to date
- Provides leadership to assigned staff demonstrated through strong organizational skills, and proven ability to coach, train, motivate, schedule, instruct, direct and monitor same
- Manage schedule and payroll staff of 35
- Conducts day to day housekeeping business in a professional manner, respecting opinions of staff, listen to concerns, respond accordingly and treat staff, visitors and patients with respect and courtesy
- Performs daily rounds initiating contact with clients, staff
- Distributes appropriate project documentation, & record
- Responds to requests in a timely and follows up on specific concerns identified by Client
- Focus' on Quality Management to ensure both the standards in the Contract with the Client and Provincial Healthcare
- Standards on Quality in Alberta are met and maintained
- Performs Quality Audits on a daily basis and follow up with associates on areas that require re-auditing

Qualifications for laundry supervisor

- Supervisory knowledge of personnel management principles commensurate with experience
- Basic computer skills such as e-mail and basic word processing preferred

- Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents and other team members
- Familiarity with Minor and Chicago equipment preferred
- Must have six years of experience working with the repair and maintenance of laundry equipment, to include supervisory experience