



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LAUNDRY WORKER II	22	H	3.403
LAUNDRY WORKER I	20	H	3.406

SERIES CONCEPT

Laundry Workers wash, dry, fold and/or press linens and clothing items in an institutional setting; pick up laundry at assigned locations and designated bin areas; collect and remove soiled clothing and linen; and sort items by type, color, and material.

Prepare washers for operation; place laundry into the machines; add detergent and other cleaning agents; set appropriate water temperatures and levels; unload and place laundry into dryers upon completion of wash cycle.

Fold and/or press clothing or linens; load laundry bins and carts and place laundry in the appropriate designated areas.

Perform routine inspections to ensure equipment is in proper operating condition; report malfunctions to supervisor and/or maintenance personnel; perform visual inspection of all washed/dried items for wear and tear; may mend items or send them out for repair or replacement as needed; clean laundry area and equipment by washing, mopping and disinfecting.

Maintain routine records of laundry washed and laundry supplies used.

Perform related duties as assigned.

CLASS CONCEPTS

Laundry Worker II: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise student workers and coordinate the activities of laundry staff in washing, drying, folding or pressing clothing and linen on a daily basis; order and maintain accurate linen and supply inventory; and inspect work area and equipment to ensure a safe working environment. This is the leadworker level in the series.

Laundry Worker I: Positions allocated to this class perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Experience in either commercial or residential laundry equipment is required and will be specified at the time of recruitment.

MINIMUM QUALIFICATIONS (cont'd)

LAUNDRY WORKER II

EDUCATION AND EXPERIENCE: Two years of experience in the operation of a variety of laundry equipment related to the assignment; **OR** one year of experience as a Laundry Worker I in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: safety precautions relating to the use and operation of laundry machines, equipment, detergents and chemical additives used in a laundry operation. **Ability to:** determine proper laundering and drying methods for cotton, wool and synthetic fabrics; provide work direction and training to students and/or assistants; ensure the timely completion of laundry services according to established schedules; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures related to laundry services. **General knowledge of:** supervisory practices.

LAUNDRY WORKER I

EDUCATION AND EXPERIENCE: One year of experience in the operation of a variety of laundry equipment related to the assignment. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read and write; follow oral and written instructions; make simple mathematical calculations; move and transport laundry bins and carts from one location to another; and collect, sort and load laundry into machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: safety standards relating to the use and operation of laundry machines and equipment; and soap and chemical additives used in a laundry operation. **General knowledge of:** agency policies and procedures related to laundry services. **Ability to:** operate laundry equipment and machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>3.403</u>	<u>3.406</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:	12/14/70	
	7/1/89P	7/1/89P
	5/20/88PC	5/20/88PC
REVISED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC
REVISED:	9/14/12PC	9/14/12PC