

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4432

TITLE: LAUNDRY SPECIALIST

GRADE: S-12

DEFINITION:

Under supervision, supervises the operation of laundry and dry cleaning services in a large adult detention facility; and performs related work as required.

ILLUSTRATIVE DUTIESU

Operates and supervises prisoner trustees in the operation of the laundry and dry cleaning plant at the Adult Detention Center;
Stores and issues jail clothing, linens, blankets and other such items for the safe-keeping of prisoners' civilian clothing and return of such clothing to prisoners upon release from custody;
Orders and issues all laundry/dry cleaning supplies;
Maintains property records, including issue and turn-in records, for sheets, pillow cases, blankets, inmate shirts, trousers, under clothing, and shoes;
Ensure necessary sewing and patching of jail clothing and bedding items as needed;
Performs other duties as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of commercial laundry and/or dry cleaning operations;
Ability to supervise trustees;
Ability to maintain records.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus three years of experience in commercial or institutional laundry/dry cleaning work.

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ESTABLISHED: January 1978