

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-110-2113-001	Date:
Class: Laundry Supervisor I	Name:
Under the general administrative direction of the General Services Supervisor I, the incumbent plans, organizes, supervises and assists with the work performed in operating laundry services at the Veterans Home of California – West Los Angeles. The incumbent shall supervise the maintenance of laundry equipment and supplies; instruct laundry workers; and may instruct, lead or supervise resident workers or volunteers. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Assign work, supervise and give instructions and training to employees and helpers from the resident population. Supervise the receiving, marking sorting, wrapping and distributing of laundry. Supervise the pick-up of soiled laundry, and the sorting and prepping of laundry for transportation to the laundry cleaning facility. Supervise the distribution of clean laundry to all areas of facility as needed. Ensure clean linens are delivered to the Skilled Nursing Facility (SNF), Residential Care Facility for the Elderly (RCFE) and the Domiciliary-Transitional Housing Program (DOM) daily, or as required. Ensure state linen is stored, inventoried and monitored in all "Clean Linen" Rooms. The incumbent shall ensure a clean and organized work area is maintained, report all safety, sanitation, Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), Title 22, and CFR Title 8 deficiencies; Complete related documentation relevant to Laundry Operations.
25%	Evaluate employee performance and take or recommend appropriate action. Prepare various weekly/monthly/annual reports; Order supplies and parts; Assist in other related areas; Attend in-service training, on-the-job and other related training.
20%	Provide leadership and direction to the Laundry staff. Conduct regular staff/unit meetings and/or 1:1s. Assess employee performance and complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by Hospital General Services Administrator II.
10%	Supervise and assist as needed performing routine day-to-day housekeeping tasks required to maintain a safe and clean work area. Promote and enforce safety rules and regulations including linen control. Ensure all federal, state and institution rules, policies and regulations are adhered to. Maintain safety consciousness and awareness.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Supervise employees, prepare, proof read and sign documents, read and monitor equipment.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Walk in units to supervise the performance of laundry service duties; perform laundry service duties.					X
SITTING: Sit at desk to prepare reports, orders for supplies and answer telephone.			X		
STANDING: Stand in laundry service area or unit to supervise the performance of laundry service duties or to perform various laundry service duties.					X
BALANCING: As needed to perform duties.					X
CONCENTRATING:					X
COMPREHENSION: Understand needs of callers; understand policies, procedures and regulations.					X
WORKING INDEPENDENTLY: Must be able to work independently without guidance or interaction from other staff.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 – 25 LBS:				X	
LIFTING 25 – 50 LBS:			X		
FINGERING: Push telephone and computer keyboard, manipulate equipment controls, sort documentation.					X
REACHING: Answer telephone, use a mouse; operate laundry equipment.					X
CARRYING: Laundry, documentation, radio.					X
CLIMBING: Stairs; as needed to perform duties.		X			
BENDING AT WAIST: Pick up laundry bags, clean and maintain work area or equipment; access low file drawers.			X		
KNEELING: Pick up laundry bags, clean and maintain work area or equipment; access low file drawers.		X			
PUSHING OR PULLING: Laundry carts; open and close doors; open and close file drawers.			X		
HANDLING: Clean and soiled linen; laundry equipment, cleaning equipment; documentation.					X
DRIVING: Special events; attend training; supply cart.		X			
OPERATING EQUIPMENT: Various laundry and cleaning equipment; computer, telephone, copier, printer, fax machine.		X			

WORKING INDOORS: Laundry Services area, enclosed office environment.				X	
WORKING OUTDOORS: As needed to perform duties; special events.		X			
WORKING IN CONFINED SPACE: Storage room, linen room, resident closets, etc.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____