



Position Title: Linen / Dish Preparation Supervisor

Position Tasks & Activities:

- Coordinate duties and activities of linen personnel and observe day-to-day operations and special projects. Assist staff with various problems throughout the day.
- Schedule daily delegation of workload.
- Train new hires.
- Supervise washing of linens as specified by manufacturer and company policy.
- Oversee that linens are cleaned, wrapped, packaged and restocked per company procedure.
- Upholds the quality control standards of the company.
- Oversee all safety regulations and policies are followed.
- Oversee the delivery and in-store returns are placed in appropriate area for inspection.
- Review daily check-in log.
- Review damaged and missing equipment report.
- Coordinate preventative maintenance schedule with Director of Operations. May contact manufacturer for recommendations.
- Implement preventative maintenance schedule.
- Reviews service manuals when necessary.
- When laundry equipment breaks, notify Operations Manager.
- Report safety violations to Director of Operations.
- Communicate department recommendations for improvement to upper management.
- Fill in for other positions, when necessary, for smooth operation of the business.
- Network with other industry professionals.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Represent department at management meeting.
- Conduct department, store and safety meetings upon request.
- Attend department, store and safety meetings.
- Perform other duties as requested.

Nature of the Work:

To supervise and assist with the work of the linen department staff. There is a high degree of lifting and a significant degree of standing, walking, bending and transporting objects of various weights and dimensions. Must have a full range of motion and dexterity.

Working Conditions:

Most work will be indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. Exposure to above average temperatures is prevalent. The typical tools (hampers, dollies, racks, etc.) can be considered hazards. Most mechanical equipment used (flatwork ironers, laundry machines) are electrical and may be gas fired. The exposure to moving belts is continuous in the ironing function. There is exposure to detergents, bleaches and cleaning chemicals.

Education, Skills & Requirements:

- Must have a high school diploma or equivalent GED is preferred but not required.
- Must have at least two years experience with a linen preparation system.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must be able to use mathematics to solve problems.
- Computer knowledge is preferred. Training on rental software will be provided.
- Must be able to speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to maintain a high degree of patience and offer constructive criticism when necessary.

Reports to: Store Manager or Director of Operations

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.