

EDITED KSAPC LISTING

CLASSIFICATION: LAUNDRY SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of principles, procedures, and equipment used in receiving, sorting, washing, ironing, finishing, and distributing laundry in large quantities to ensure proper sanitization measures are met.
K2.	Comprehensive knowledge of laundry sanitation and safety measures used in the operating, cleaning, and care of equipment and machinery to ensure equipment is functioning properly.
K3.	Basic knowledge of preparation and use of bleaches, soaps, starches, and disinfectant compounds to ensure proper cleaning of clothing and linen.
K4.	Basic knowledge of methods and substances used to remove stains from various materials (e.g., breakup, manufacturer's instructions) utilizing washing formulas, machine settings, and manufactures guidelines in order to extend the life of the clothing.
K5.	Basic knowledge of principles of effective supervision as it pertains to following verbal and written instructions, training, and disciplinary actions in order to ensure a safe work environment.
K6.	Basic knowledge of maintenance and repair of laundry equipment and machinery in order to prevent breakdowns and malfunctions.
K7.	Basic knowledge of the use of purchase orders for equipment and machinery in order to ensure supplies are available for the daily operations of the laundry facility.
K8.	Basic knowledge of the Department's Equal Employment Opportunity Program objectives to ensure a workplace free of discrimination.
K9.	Basic knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

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Ability to:	
A1.	Plan, organize, and direct the work of others (e.g.; Laundry Supervisor I, CF and inmates) for the purpose of providing clean clothing and linen to prevent the spreading of infection deceases [e.g., poison oaks, scabies, Human Immunodeficiency Virus (HIV)].
A2.	Keep inventories and make requisitions for the purpose of having sufficient supplies on hand, as needed.
A3.	Demonstrate mechanical aptitude to make sound and effective judgments.
A4.	Analyze situations accurately and adopt an effective course of action in order to maintain safe and clean clothing and linen.
A5.	Keep records and make reports for audit and inspections in order to perform daily functions.
A6.	Effectively contribute to the Department's Equal Employment Opportunity Program objectives to ensure a workplace free of discrimination.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Expected to be sympathetic understanding of and willingness to work with the resident population of a State correctional facility.
PC2.	Expected to practice personal cleanliness; and freedom from communicable diseases.

KSAPC Statements	
<i>Physical Characteristics:</i>	
PC3.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
PC4.	Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.