

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3308700

Correctional Laundry & Housekeeping Services Supervisor, Grade 21

Brief Description of Class

The Correctional Laundry & Housekeeping Services Supervisor conducts onsite evaluations of correctional facilities sanitation conditions and laundry operations. The incumbent tours each correctional facility to ensure the maintenance of a sanitary environment; assists in the training of incarcerated individuals and staff in proper cleaning techniques; and provides recommendations on facility laundry operations.

This position is only classified in the Department of Corrections and Community Supervision (DOCCS).

Related Classes

Correctional Laundry & Housekeeping Services Supervisor: single position class; supervises a staff of laundry workers and ensures the effective and efficient operation of a State facility's laundry.

Illustrative Duties

Conducts on-site evaluations of correctional facilities sanitation conditions and laundry operations.

- Tours each facility to determine the levels of environmental sanitation and adequacy of an integrated pest control program.
- Assists with the operation of the Environmental Services Committee to ensure the maintenance of a safe and sanitary environment.
- Provides technical assistance to establish and maintain detailed cleaning procedures for all sanitation tasks to be completed by incarcerated individuals; provides training to incarcerated individuals and staffing proper cleaning techniques.

- Provides technical assistance in resolving atypical infestation problems.
- Evaluates facility laundry equipment for: age and condition, preventative maintenance program, layout of equipment, wash formulas, product usage, and the use of chemical supplies and linens; provides recommendations for rehabilitation and capital construction of laundry areas.

Reports on correctional facilities evaluations.

- Prepares a written on-site facility evaluation report for each visit.
- Prepares a monthly, semi-annual, and annual report outlining visits, atypical problems, and statistical data as needed.
- Monitors monthly facility environmental services and laundry reports for prompt submissions and accuracy of detail reporting.
- Suggests revision of Departmental directives to ensure compliance with regulatory agencies including Center for Disease Control, Occupational Safety and Health Administration, and New York State Departments of Health and Environmental Conservation.

Minimum Qualifications

Correctional Laundry & Housekeeping Services Supervisor

Open Competitive: five years of progressively responsible experience in the management of laundry and housekeeping services for a multi-unit institutional facility including: two years of experience in the overall management of housekeeping services and two years of experience in the overall management of laundry services.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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