



Job Title: Laundry Foreperson

Department: Plant Operations
Reports To: Plant Operations Manager
Grade: MT-09
Number of Days: 12 months
Security Access: All Buildings
Current Date: November 4, 2015
Overtime Status: Non-exempt

Position Summary: To support the needs of Plant Operation Office by ensuring communication with varies sites and/or departments; laundry is picked up and delivers to sites and departments daily clean and in a timely manner.

Minimum Qualifications:

- High School Diploma or Equivalent
- Driver's License
- Computer Skills Ability to communicate on a professional level (verbal & written)
- Manage a budget
- Supervisory Skills
- Good Interpersonal & Organizational Skills

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for assuring that supplies, tools and equipment are on hand to launder and clean the towels, linens, mops, rags and school athletic uniforms and uniforms on a daily and project basis.
- Scheduling the pick-up and delivery routes for the sites.
- Ordering and working with vendors and supplies.
- The laundry staff is well versed and trained on departmental and district policies and procedures.
- The Laundry staff receives the appropriate safety training and enforces these programs.
- Quality assurance programs are effectively implemented to insure the quality standards expected.
- Maintain accurate "weekly reports" payroll records on all laundry staff.
- Keep an up-to date maintenance log on all work orders submitted, open and closed.

- Keep appropriate logs on boilers and other equipment.
- Assist sites with cleaning carpets during the summer months.
- Assist sites with emergency clean-ups.
- Assist the maintenance complex during emergencies.
- Train the laundry staff operation of equipment and chemical

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent Driving Skills
- Know Directions
- Excellent Communication
- Lift 50#, Bending, Stooping, Reaching, Pushing & Pulling
- Self Starter

Supervisory Responsibility:

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Laundry & Driving

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.