

**City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice  
REPOST**

<b>Civil Service Title:</b> Assistant Laundry Supervisor	<b>Level:</b> N/A
<b>Title Code No:</b> 80810	<b>Salary:</b> \$35,440 - \$51,161 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Assistant Laundry Supervisor	<b>Work location:</b> Manhattan Detention Center
<b>Division/Work Unit:</b> Manhattan Detention Center	<b>Number of Positions:</b> 1
<b>Job ID:</b> 239279	<b>Hours/Shift:</b> Day

**Job Description**

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The DOC seeks to recruit Assistant Laundry Supervisor. Under general supervision, the selected candidate will be responsible for managing a small to moderate size laundry; or supervising an assigned unit in a large laundry. Duties will include but are not limited to the following:

- Taking charge of a small to moderate size load of laundry or of an assigned unit of a large laundry, entailing supervision of a group of laundry workers, which may include inmates.
- Keeps attendance and production records.
- Instructs and assists laundry workers in laundry unit.
- Maintains washing formulas and takes inventories of linen and supplies.
- Retains laundry records; responsible for requesting supplies and replacement parts of machinery.
- Inspects and arranges equipment for necessary repairs.
- Maintain central linen control.
- Repair flat-work ironer or automatic presses.
- Upholds necessary safety precautions.
- Prepares work schedules of subordinate staff.
- May supervise the packing and operation of delivery room linen.
- Accounting and reconciliation of departmental equipment and supplies.

**Qualification Requirements**

1. One year of permanent service as a Senior Laundry Worker or Washer.

**Preferred Skills**

- Working knowledge of the operation and care of commercial washers and dryers.
- Good knowledge of OSHA and Public Health Sanitation guidelines for universal precautions and infection control.
- Must possess the ability to maintain a productive working relationship with other department supervisors and coordinate laundry services to assure that care and services can be performed without interruption.
- Must be able to bend, squat and stretch, stand for 2-3 hours at a time, lift laundry bags weighing up to 50 pounds, push/pull laundry carts weighing up to 140 pounds, and load/unload up to 150 pounds dry weight of laundry per hour.

**Residency Requirements**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID# **239279**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **239279**

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

**Post Date:** 4/20/16

**Post Until:** 6/20/16

**The City of New York and the Department of Correction are Equal Opportunity Employers**