

**Position Title:** Linen & Laundry Supervisor

**Place Of Work:**– Shri Mahant Indiresht Hospital & Shri Guru Ram Rai Institute of Medical & Health Sciences.

Selection Method:- Pannel Interview.

Interested & Suitable Candidates only may send their CV to- [careers.smih@sgrrmc.com](mailto:careers.smih@sgrrmc.com) with subject as "Application For The Position of Linen/Laundry Room Supervisor".

**Position Summary:**

As a Linen Room & Laundry you are responsible to oversee the team of Linen and uniform attendants towards achieving the operational objectives while ensuring that the hospital's operational standards are met.

Additionally responsible for managing overall daily operations of the Linen and laundry room. Also ensure quality controls are in place and manage customer service inquiries.

**Linen Room Supervisor Duties and Responsibilities:**

- Manage overall daily operations of the Linen Room.
- Ensure quality controls are in place for all linen processes, rejecting any exceptions.
- Responsible for maintaining cleanliness of the linen area.
- Assist the Laundry Manager on his day today duties.
- Oversee the loading of carts and place accurately as requested.
- Oversee in getting filled linen carts to designated areas.
- Ensure linen and laundry supplies are ordered and controlled in line with Business and Events.
- Ensure a clean and tidy linen room at all times and report to the management if any items have been damaged (linen as well as uniforms).
- Report to Laundry Manager in case any uniforms need to be discarded or replenished.
- Ensure that linen and uniforms are properly stored and recorded.
- Ensure that the proper procedure is followed when linen or uniform needs to be discarded.

- Ensure that all uniforms are ready for special events as well as for any seasonal events.
- Ensure proper loading and unloading of dryers, and also setting proper temperature for different items that require drying.
- Receive records and oversee sorting of clean uniform from laundry and arrange them properly on the shelves and racks.
- Ensure team members adhere to all Health and Safety Regulations.
- Keep and update the Laundry / linen productivity report on a daily basis.
- Take linen which is spotted out and place separate for re-washing or special treatments.
- Any linen which is torn is placed separately and returned to the Linen room for repair.
- Keeps linen for all different departments separate.
- Issue linen to Food & Beverage outlets as per requisitions.
- Issue uniform to all employees and maintain uniform records.
- Oversee the issuing of linen via hotels requisition system.
- Check all uniform for any loose buttons and hems and give to the tailor for mending.
- Attends and participates in in-service education classes, on-the-job training programs.
- Schedules preventative maintenance of laundry equipment and co-ordinate with the engineering department for any maintenance issues.
- Recommends equipment, linen and chemical purchasing needs to Department Head in budget preparation.
- Assists in standardizing the method in which laundry tasks will be performed.
- Makes recommendations to the Laundry Manager / Executive Housekeeper.
- Manage customer service issues quickly and effectively.
- Responsible for proper running of equipment and proper amounts of chemicals.
- Train, develop, and appraise the laundry team and Carry out stock takes as per management policy.
- Assists in the recruitment and selection of laundry personnel.
- Assigns schedules and duties to laundry staff as per business needs.
- Assists in determining staffing requirements necessary to meet the Laundry Department's needs.
- Performs other duties as assigned and able to carry out any other reasonable task set by the hospital management.

**Prerequisites:**

- Good command of written and spoken English communication skills, along with strong interpersonal and problem-solving abilities are essentials.
- You should ideally have a with previous minor supervisory experiences within the Laundry Department of a NABH approved Hospital. Computer literacy and previous experiences with NABH is must
- **Education:**
- Intermediate or Equivalent or Diploma or Certification in Laundry & Linen management, Computer literacy in using MS office along with experience in using inventory management software.

**Experience:**

- 4 to 5 years of experience in Laundry operations in NABH approved hospital laundry.