ADMINISTRATIVE ORDER NO. 75-4
OF THE
JEFFERSON COUNTY COMMISSION
April 14, 1975

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To modify and formalize the organization of the Central Laundry of Jefferson County.

1. The Central Laundry shall continue operation as a separate organizational entity to provide clean linen service to institutions within the Government of Jefferson County.

2. The Laundry Superintendent shall reorganize the Central Laundry in accordance with the accompanying Chart No. 32.

3. The position of Stores Clerk in the Laundry's Shipping Room has been abolished.

4. The position of Laundry Supervisor has been created. The incumbent of this position shall supervise and coordinate washing, processing, and shipping operations of the Laundry and shall serve for the Laundry Superintendent during his absence.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective the 1st day of May, 1975.

Ben Erdreich
Commissioner of Public Welfare
OFFICE OF THE SUPERINTENDENT

Provides general direction to laundry administration and staff. Provides technical oversight to equipment maintenance and repair done by Building Services technicians. Performs clerical, administrative and custodial duties in support of the central laundry program.

TRANSPORTATION

Collects soiled laundry and distributes clean linens and clothing to county institutions.

LAUNDRY SUPERVISOR

Supervises and coordinates washing, processing, and shipping operations of the laundry.

WASH ROOM

Washes linens and clothing of county institutions.

PROCESSING ROOM

Presses, folds, and irons linens and clothing.

SHIPPING ROOM

Readies processed linens and laundry for return delivery to county institutions.

May 1, 1975