

**309 - JQR LAUNDRY RECEIVING/ISSUE CLERK**

NAME: \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirement (JQR). Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor)

Trainee has completed all requirements for this Job Qualification Requirement (JQR). Recommend designation as a qualified LAUNDRY RECEIVING/ISSUE CLERK (JQR-309).

Recommended \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor)

Recommended \_\_\_\_\_ Date \_\_\_\_\_  
(Division Officer)

Recommended \_\_\_\_\_ Date \_\_\_\_\_  
(Department Head)

Service Record Entry \_\_\_\_\_ Date \_\_\_\_\_

- A. Safety
1. Refer to Appendix A for applicable safety precautions.
- B. Receiving and issuing
1. Determine the procedures for maintaining the following:
    - a. Laundry Log
    - b. Bulk Work Log
    - c. Equipment Maintenance Log
    - d. Heat Stress Log
    - e. Weekly Laundry Summary Report
    - f. VIP Log
  2. Discuss the accountability for laundry garments.
  3. Determine the schedule of laundry services.
  4. Determine the procedures to check in laundry.
  5. Determine the procedures for identifying and classifying the following types of laundry.
    - a. Bulk lots
    - b. Individual lots
    - c. Other miscellaneous lots
  6. Discuss the procedures to follow to assembly and issue the following types of clean clothing:
    - a. Bulk lots
    - b. Individual lots
    - c. Miscellaneous lots
  7. Describe the procedures to follow in handling claims for lost or damaged clothing.

<b>TASKS</b>
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Estimated completion - 1 Week

1. Maintain the Bulk Work Log.

(Signature)	(Date)	(Signature)	(Date)
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2. Maintain the Press Deck Log.

(Signature)	(Date)	(Signature)	(Date)
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3. Maintain the Heat Stress Log.

(Signature)	(Date)	(Signature)	(Date)
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4. Receive, weigh, sort and account for bulk lots.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

5. Receive, weigh, sort and account for individual lots.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

6. Issue bulk laundry lots.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

7. Issue individual lots.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

8. Explain the process of resolving discrepancies between quantities indicated on the laundry list and quantity counted during the receipt process.

\_\_\_\_\_  
(Signature) (Date)

9. Explain the process of resolving discrepancies between quantity indicated on the laundry list and quantity counted during the receipt process.

\_\_\_\_\_  
(Signature) (Date)

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**EXAMINATIONS**

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1. Pass a written and/or oral examination.

\_\_\_\_\_  
(Signature) (Date)