



Laundry Manager

| CLASS TITLE | CLASS CODE | SALARY GROUP | SALARY RANGE |
|---------------------|------------|--------------|---------------------|
| LAUNDRY MANAGER I | 8261 | A15 | \$38,976 - \$58,045 |
| LAUNDRY MANAGER II | 8262 | A17 | \$42,976 - \$64,469 |
| LAUNDRY MANAGER III | 8263 | A19 | \$48,244 - \$76,028 |

GENERAL DESCRIPTION

Performs laundry services supervisory work, involving planning laundry schedules, ensuring the proper use and maintenance of equipment, maintaining records of operations, and preparing reports.

DISTINGUISHING CHARACTERISTICS

The Laundry Manager job classification series is intended for employees who supervise and participate in daily laundry and sewing operations. Although employees may directly perform some laundry services work, they should be doing supervisory related work the majority of their time.

EXAMPLES OF WORK PERFORMED

Performs, plans, assigns, and supervises general laundry services functions.

Tests wash formulas and submits test bundles for evaluation.

Performs repairs and preventive maintenance on machines and equipment and/or ensures that repairs and adjustments are made.

Plans work schedules for laundry operations.

Ensures compliance with sanitation, safety, and health regulations and standards.

Inspects work performed to ensure that specifications and established standards are met.

Inventories stock to ensure that supplies and equipment are available in adequate amounts; and requisitions supplies and materials.

Maintains records on production, time worked, and materials; and prepares reports.

Identifies and advises on preferred cleaning methods for different types of linens.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels and may coordinate or oversee that work.

Note: Distinctions between levels may depend on a variety of factors, including the scope of responsibility, oversight, and authority; the nature, complexity, or scope of the work performed by the workgroup; the type, size, and nature of the supervised facility; and the employee's related experience. Other factors may include reporting relationships among other supervisory/managerial staff; and the size, structure and job classification of the supervised workgroup.

LAUNDRY MANAGER I: Performs moderately complex (journey-level) laundry services supervisory work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

LAUNDRY MANAGER II: Performs highly complex (senior-level) laundry services supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop, plan, administer, or conduct laundry service training programs.
- Interview applicants and recommend candidates for positions.
- Organize and direct the receipt, distribution, repair, storage, collection, and inventory of clothing and linens.

LAUNDRY MANAGER III: Performs advanced (senior-level) laundry services supervisory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Review reports and records on production, time worked, and materials.
- Consult with other departments on laundry services.
- Administer departmental expenses; prepare budget reports; and reconcile the budget.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in laundry work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of laundering techniques and procedures and reactions of fabrics and colored materials to laundry chemicals and procedures.

- Skill in the operation and maintenance of laundry machinery and equipment and in the use of soaps, bleaches, and washing solutions.
- Ability to maintain records, to prepare reports, to plan production schedules, and to supervise the work of others.