



# Laundry/Sewing Room Worker

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
LAUNDRY/SEWING ROOM WORKER I	8252	A07	\$24,681 - \$34,677
LAUNDRY/SEWING ROOM WORKER II	8253	A09	\$26,781 - \$37,859
LAUNDRY/SEWING ROOM WORKER III	8254	A11	\$29,332 - \$44,355

## GENERAL DESCRIPTION

Performs laundry or sewing operations work involving loading and unloading washers, extractors, and driers; and making and mending clothing and linens. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Loads and unloads washers, washer-extractors, and extractors.

Lays out patterns and cuts and sews clothing and linens.

Maintains daily production and time distribution records.

Sorts soiled clothing and linens and records scale weights of items.

Presses, irons, and folds clothing and linens.

Picks up and delivers laundry.

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. Factors that may distinguish between levels include the scope of responsibility and the types of articles to be made, mended, or laundered. Employees may focus on either laundry or sewing operations work or do both.*

**LAUNDRY/SEWING ROOM WORKER I:** Performs entry-level laundry or sewing operations work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures. Employees may also be responsible for assisting others in performing job duties of greater complexity.

**LAUNDRY/SEWING ROOM WORKER II:** Performs moderately complex (journey-level) laundry or sewing operations work. Works under general supervision, with moderate latitude for the use

of initiative and independent judgment. Employees at this level may occasionally receive instruction or assistance as new, unusual or unique situations arise and may occasionally assist others in performing work of greater complexity. Employees at this level may:

- Inspect and classify articles to be washed or sewn.
- Ensure that proper amounts of cleansers and softeners are used during wash and rinse cycles.
- Ensure that proper water temperature is maintained during wash cycles and conduct wash water tests.
- Requisition laundry and sewing supplies and materials.
- Perform fittings and alterations of clothing.

**LAUNDRY/SEWING ROOM WORKER III:** Performs complex (senior-level) laundry or sewing operations work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve as a lead worker or routinely perform more complex work such as sewing garments according to complicated patterns. Employees at this level may:

- Maintain clothing and linen inventories.
- Requisition equipment repairs.
- Monitor operations and recommend improvements.
- Perform minor repairs and adjustments to laundry or sewing machinery and equipment.
- Inspect laundered or sewn items for quality of work.
- Provide guidance to others.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in laundry or sewing operations 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 the methods, tools, and equipment used in sewing.
- Skill in the operation of washers, extractors, tumblers, presses, irons, and flat work ironers; in the use of soaps, bleaches, and washing solutions; and in the operation of manual and power sewing and cutting machines.
- Ability to sort and record weights of laundry items and to follow cutting guides.

**Additional for Laundry/Sewing Room Worker II and III levels**

- Ability to inspect articles and to conduct wash water tests.

**Additional for Laundry/Sewing Room Worker III level**

- Ability to maintain laundry and sewing equipment and records, to perform minor equipment repairs, and to provide guidance and instruction to others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require a valid driver's license.