



Laundry Manager III

Salary Group: A16

Class Code: 8262

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LAUNDRY MANAGER I	8260	A12	\$27,840 - \$43,798
LAUNDRY MANAGER II	8261	A14	\$31,144 - \$49,134
LAUNDRY MANAGER III	8262	A16	\$34,918 - \$55,130
LAUNDRY MANAGER IV	8263	A18	\$39,521 - \$64,449

GENERAL DESCRIPTION

Performs highly complex (senior-level) laundry services supervisory work. Work involves supervising laundry operations and laundry room workers, coordinating laundry schedules, ensuring the proper use and maintenance of equipment, maintaining records of operations, and preparing reports. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Supervises laundry operations and laundry room workers.

Coordinates work schedules for laundry operations.

Coordinates tests on wash formulas and submits test bundles for evaluation.

Coordinates the requisition of supplies and materials.

Coordinates the receipt, distribution, repair, storage, collection, and inventory of clothing and linens.

Coordinates laundry service training programs.

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

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

Interviews applicants and/or makes selection recommendations.

May consult with other departments on laundry services.

Supervises the work of others.

Performs related work as assigned.

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

Knowledge of laundering techniques and procedures, and of fabric and colored material reactions 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, and to supervise the work of others.