



Laundry Manager IV

Salary Group: A18

Class Code: 8263

<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 advanced (senior-level) laundry services supervisory work. Work involves planning and directing laundry operations, supervising 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 minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans and directs laundry operations and supervises laundry room workers.

Oversees tests on wash formulas and submissions of test bundles for evaluation.

Oversees the requisition of supplies and materials.

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

Oversees laundry service training programs.

Oversees repairs, adjustments, and preventive maintenance of machines and equipment.

Coordinates work schedules for laundry operations.

Reviews reports and records on production, time worked, and materials.

Interviews applicants and makes selection recommendations.

Consults 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, to plan production schedules, and to supervise the work of others.