



Laundry Manager I

Salary Group: A12

Class Code: 8260

<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 routine (journey-level) laundry services supervisory work. Work involves supervising laundry room workers, planning laundry schedules, ensuring the proper use and maintenance of equipment, maintaining records of operations, and preparing reports. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Supervises laundry room workers.

Plans work schedules for laundry operations.

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

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

Requisitions supplies and materials.

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

May assist in interviewing applicants and/or making selection recommendations.

May develop, plan, or conduct laundry service training programs.

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.