

LAUNDRY MANAGER

NATURE OF WORK IN THIS CLASS:

Supervises the overall operations of a laundry shop.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises the operation and activities of a laundry unit which includes but not limited to linen control, linen distribution, and equipment maintenance.

Estimates the time and material costs of work projects.

Participates in determining the proper machinery and supplies required for efficient laundry operation and recommends replacement of machinery and equipment.

Participates in determining formulas for bleach, starch, and soap solutions for various types of linen and other material; makes periodic chemical analyses of fabrics, formulas and water.

Confers with superiors and other institutional officials regarding laundry operations and needs.

Applies and enforces safe work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern laundry processes, techniques and equipment.

Ability to supervise the work of others.

Ability to analyze problems in laundry production and to make appropriate changes.

Ability to evaluate operational effectiveness and recommend changes to enhance improvements.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in the operation and care of laundry equipment.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in large laundry operation processes, and one year of supervisory experience; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission