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Class Specifications  
for the Class:

LAUNDRY MANAGER

**Duties Summary**

Manages a large institutional laundry operation through the assistance of working supervisors; and performs other related duties as assigned.

**Distinguishing Characteristics**

This class differs from that of Laundry Worker II in that the Laundry Manager manages the laundry operations of an institution on a full-time basis, involving the direction of activities through working supervisors; whereas the Laundry Worker II supervises and participates in laundry activities, either: (1) under the direction of a Laundry Manager, or (2) as a senior worker in a laundry not requiring the presence of a full-time manager.

**Examples of Duties**

Plans, organizes, directs and coordinates the activities of a laundry; plans work schedules and assignments; arranges for the instruction of new employees; insures the proper use and maintenance of equipment and arranges for repairs when necessary; determines priority of work to be performed; consults with other staff members and schedules laundry operations to meet institutional needs; makes recommendations concerning purchases and participates in the selection of new laundry equipment; evaluates the performance of subordinates; participates in the selection of employees; prepares and submits reports of work activities of the laundry.

**Minimum Qualification Requirements**

Experience and Training: Five (5) years of commercial or institutional laundry experience, of which two (2) years shall have included supervisory responsibilities; or an equivalent combination of experience and training.

Knowledge of: Management of laundry operations; the classification of soiled laundry for washing; the operation and care of washers, extractors, tumblers, mangles and other laundry equipment; use of and methods of preparing soap, bleach, starch, and other solutions; stain removal; principles and practices of supervision.

Ability to: Instruct and supervise others in laundry work; determine work priorities and set up and maintain work schedules; make minor adjustments and repairs to laundry equipment; keep laundry records; coordinate laundry operations with other institutional maintenance functions; get along well with others.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the specifications for the class LAUNDRY MANAGER which were approved on December 11, 1984.

Date Approved: Dec 14, 2018

*Raynell Yee*

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*for* RYKER WADA, Director  
Department of Human Resources Development