

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LAUNDRY MANAGER II

POSITION CODE: 09809
Effective: 12-16-86

DISTINGUISHING FEATURES OF WORK:

Under direction, exercises managerial responsibility for the entire scope of the operations of an institutional laundry which includes planning, directing and supervising subordinate corrections laundry managers and resident workers. Manages reporting of laundry activity concerning production, supplies, staff utilization and maintenance of records and files.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares performance evaluations of subordinate laundry managers; confers with institutional section chiefs concerning the performance and progress of residents assigned to the laundry.
2. Supervises subordinate laundry managers and resident workers and assigns their work concerning receiving, sorting, washing, ironing, packing and delivering laundry to sections of the institution.
3. Formulates and revises laundry schedules and work assignments for a laundry operation to maintain efficiency of laundry operations in accordance with varying load requirements.
4. Prepares daily, quarterly and emergency requisitions for supplies and recommends placement of laundry machinery.
5. Assumes responsibility for the maintenance of laundry facilities and equipment; establishes preventive maintenance schedules; requests major repairs; prepares maintenance work orders.
6. Directs the preparation of and reviews personnel, operations, production and equipment maintenance records; prepares and submits monthly, quarterly and annual reports of laundry activity.
7. Tests water for chemical content; adjusts laundry formula for the type and kind of materials being processed.

CORRECTIONS LAUNDRY MANAGER II (Continued)

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires three years supervisory experience in a commercial or governmental laundry.

Requires completion of an approved course in guard training within six months of employment.

Knowledges, Skills and Abilities

Requires extensive knowledge of large scale laundry operations, including staff utilization and control, production and distribution practices.

Requires ability to instruct others in training employees and resident workers in operation and regulation of laundry equipment.

Requires ability to isolate and resolve problems involving laundry systems and processes, practices and procedures.

Requires ability to develop and maintain working relationships with institutional management personnel at all levels.

Requires ability to schedule and control a full volume operation with a full range of laundry jobs.

Requires ability to plan and layout work according to requirements of assignment and to lead residents by example and instruction.

Requires ability to prepare and maintain records and reports.

Requires ability to maintain satisfactory working relationships with other employees and residents.

Requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and residents.

Requires ability to understand and follow both oral or written instructions.

Requires ability to think clearly and exercise forceful initiative in emergency situations.