

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LAUNDRY MANAGER I

POSITION CODE: 23191
Effective: 12-16-71

DISTINGUISHING FEATURES OF WORK:

Under general direction, exercises managerial responsibility for the operation of a moderate sized institution laundry or an equivalent portion of a larger laundry which includes planning, directing and supervising employees, patients or ward help.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops, analyzes and revises laundry work schedules and assignments for a moderate sized laundry operation to maintain peak efficiency in accordance with workload requirements.
2. Assigns and supervises the work of a moderate number (normally 15-25) of employee, patient or ward workers engaged in receiving, sorting, washing, ironing, packing and delivering laundry to sections of an institution.
3. Maintains adequate inventory of laundry supplies; prepares and submits quarterly and special requisitions for supplies; recommends replacement of laundry machinery and equipment, and general arrangement of laundry area (machine and equipment location, receiving and delivery areas, work stations, etc.).
4. Prepares performance evaluations of subordinate laundry employees; confers with section chiefs or equivalent personnel concerning the performance and progress of assigned patients or wards.
5. Is responsible for the maintenance of laundry facilities and equipment, establishes preventive maintenance schedules, requests major repairs and may make minor repairs and adjustments to equipment.
6. Maintains records of personnel, operation and equipment maintenance; prepares monthly, quarterly and annual reports of laundry activity.

LAUNDRY MANAGER I (Continued)

7. Tests water for chemical content; adjusts laundry formulae for type and kind of materials being washed.
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 two years supervisory experience in a commercial or governmental laundry.

Knowledges, Skills and Abilities

Requires extensive knowledge of modern laundry techniques, methods, and operations planning and control.

Requires ability to demonstrate proper operations and regulations of all laundry equipment.

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

Requires ability to maintain working contact with other institution management personnel.

Requires skill in instructing, organizing and controlling effectively a moderately large volume operation with a range of laundry jobs.