

CLASS TITLE:

LAUNDRY MANAGER

Class Code: 02136500

Pay Grade: 23A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the management of the operation of a large laundry such as in the Rhode Island Medical Center involving the programming of work and the supervision of the work of subordinates and/or patient and/or inmate workers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement in planning and coordinating the efficient operation of the laundry.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of subordinates engaged in laundry work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the management of a large laundry such as in the Rhode Island Medical Center involving programming of work and the supervision of subordinates, and/or patients and/or inmate workers engaged in laundering a wide variety of articles and materials including bed linens, towels, personal clothing, and other hospital or institutional articles or materials.

To observe, analyze and revise laundry schedules and work assignments to maintain efficient laundry operations in accordance with varying work load requirements.

To test water for temperature and prepare proper laundry formulae for type and kind of articles and/or materials being processed.

To adjust and align laundry machinery when minor breakdowns occur and prepare work orders for major mechanical repairs.

To recommend replacement of laundry machinery.

To prepare operation, production, and equipment maintenance records.

To prepare daily, periodic and emergency requisitions for supplies.

To prepare and submit monthly, quarterly and annual reports of laundry activity.

To confer with institution personnel concerning the performance and progress of inmates or patients assigned to the laundry.

To establish and maintain a linen control system in order to account for the return of laundered linens to designated ward.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the operation, care and maintenance of laundry machines and equipment and of the methods and processes involved in the proper laundering of a wide variety of articles and materials including bed linens, towels, personal clothing, and other hospital or institutional articles or materials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of senior high school, and

Experience: Such as may have been gained through: employment as a manager or working supervisor in large commercial or institutional laundry.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidence by a physician's certificate.

Class Revised: April 27, 1986

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