

Specification for Class of

LAUNDRY PRODUCTION MANAGER 2

**Abolished Effective July 1, 2007**

Definition: Manages an institution laundry which requires a staff of ten or more employees, inmates and/or residents.

Typical Work

Directs laundry and dry cleaning operations; supervises and instructs employees in laundry and dry cleaning operations; instructs students, patients, or inmates in routine laundry and dry cleaning work;

Schedules and assigns work to employees, students, patients, or inmates;

Directs preparation and use of various washing formulas for cleaning, bleaching, starching, and blueing;

Performs sour tests; checks for proper titration of rinses; makes tensile strength and other tests on linen and clothing;

Inspects the operation of each unit to ensure proper use and maintenance of laundry equipment, quantity and quality of work performed, and use of proper methods;

Maintains, adjusts, and repairs laundry equipment;

Performs sour tests, checks for proper titration of rinses, and makes tensile strength and other tests on linen and clothing;

Operates washers, presses, mangles, extractors, and dryers as required;

Maintains time sheets; records supplies used and on hand; requisitions supplies and equipment; prepares reports;

Confers with institution staff regarding laundry and dry cleaning service;

Performs other work as required.

Knowledge and Abilities

Knowledge of: large-scale laundry practices, procedures, and equipment; laundry sanitation and safety standards used in operation and care of laundry equipment; preparation and use of bleaches, soaps, starches, and disinfectant compounds; dry cleaning practices, procedures, and equipment.

Ability to: supervise and train employees, students, patients, and inmates; operate, adjust, and maintain laundry equipment; maintain records; prepare reports; manage large laundry; follow written and oral instructions.

Minimum Qualifications

Two years of leadwork experience in a commercial or institutional laundry.

Revised June 9, 1972

Revises minimum qualifications

Revised May 28, 1986

Revises minimum qualifications

Revised January 13, 1989

Revises definition and title change (formerly Laundry Manager 2)