



# State of New Hampshire

DEPT OF ADMINISTRATIVE SERVICES  
 DIVISION OF PERSONNEL  
 28 SCHOOL STREET  
 CONCORD, NH 03301

<b>JOB CLASSIFICATION:</b>	LAUNDRY MANAGER I	<b>Date Established:</b>	5/25/1962
<b>Class Code:</b>	563100 - 13		
<b>Occupational Code:</b>	514	<b>Date of Last Revision:</b>	12/28/2001
<b>Exempt Status:</b>	Non Exempt		

**BASIC PURPOSE SUMMARY:** To supervise work activities in the operation of an institutional laundry facility.

## CHARACTERISTIC RESPONSIBILITIES:

- Assigns and trains personnel in the processing of laundry.
- Organizes and oversees laundry procedures to ensure that job standards are met.
- Coordinates and oversees a preventative maintenance program and repairs laundry machinery as necessary.
- Inventories supplies and equipment to ensure that proper quantities are available within the laundry complex; tests bleaches, soaps, fabric softeners and related items to make recommendations as to use within the institutional laundry.
- Prepares reports and maintains various files so that the laundry operation can be properly evaluated.
- Develops and maintains safety procedures to ensure the safety of laundry staff assigned to the laundry operation.

## DISTINGUISHING COMPETENCY FACTORS:

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| <b>Skill:</b>              | Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.   |
| <b>Knowledge:</b>          | Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.   |
| <b>Impact:</b>             | Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect. |
| <b>Supervision:</b>        | Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.  |
| <b>Working Conditions:</b> | Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries and health hazards.  |
| <b>Physical Demands:</b>   | Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.   |
| <b>Communication:</b>      | Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.   |
| <b>Complexity:</b>         | Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.  |
| <b>Independent Action:</b> | Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.   |

## MINIMUM QUALIFICATIONS:

Education: Completion of high school or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of related work experience in a commercial or institutional laundry, one year of which shall have involved some supervisory responsibilities.

License/Certification: None required.

**RECOMMENDED WORK TRAITS:**

Knowledge of large scale laundry methods, materials, and practices, including the operation and maintenance of washers, extractors, tumblers, presses and flat irons. Knowledge of textiles and proper cleaning methods and materials. Knowledge of health and safety hazards present in a laundry and effective precautionary measures. Ability to plan, assign, and supervise the work of laundry employees and persons assigned to the laundry, as well as the ability to instruct and train employees in laundry operations. Ability to operate and repair all laundry equipment. Ability to prepare records and reports on laundry operations. Ability to establish and maintain good working relationships with other supervisors and staff within the laundry unit. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This job classification description represents general duties and is not intended to list every specific function of this class title.