

Class Specification  
for the Class:

LAUNDRY MANAGER  
F103; BU:02

Duties Summary:

Manages a large institutional laundry operation through the assistance of working supervisors; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Laundry Worker II in that the Laundry Manager manages the laundry operations of an institution on a full-time basis, involving the direction of activities through working supervisors; whereas the Laundry Worker II supervises and participates in laundry activities, either (1) under the direction of a Laundry Manager, or (2) as a senior worker in a laundry not requiring the presence of a full-time manager.

Examples of Duties:

Plans, organizes, directs and coordinates the activities of a laundry; plans work schedules and assignments; arranges for the instruction of new employees; insures the proper use and maintenance of equipment and arranges for repairs when necessary; determines priority of work to be performed; consults with other staff members and schedules laundry operations to meet institutional needs; makes recommendations concerning purchases and participates in the selection of new laundry equipment; evaluates the performance of subordinates; participates in the selection of employees; prepares and submits reports of work activities of the laundry.

Knowledge and Abilities Required:

Knowledge of: Management of laundry operations; the classification of soiled laundry for washing; the operation and care of washers, extractors, tumblers, mangles and other laundry equipment; use of and methods of preparing soap, bleach, starch, and other solutions; stain removal; principles and practices of supervision.

Ability to: Instruct and supervise others in laundry work; determine work priorities and set up and maintain work schedules; make minor adjustments and repairs to laundry equipment; keep laundry records; coordinate laundry operations with other institutional maintenance functions; get along well with others.

Minimum Qualification Requirements:

Experience and Training: Five (5) years of commercial or institutional laundry experience, of which two (2) years shall have included supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the class specifications for the class, LAUNDRY MANAGER, to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the class specifications for the class, LAUNDRY MANAGER, to include the mental/emotional requirement, effective May 1, 2005.

LAUNDRY MANAGER

9.645

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This is an amendment to the class specifications for the class, LAUNDRY MANAGER approved on December 14, 1955.  
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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: February 16, 2009

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JANICE YEE  
VP/Director of Human Resources