<table>
<thead>
<tr>
<th>Job Family</th>
<th>General Services</th>
<th>Job Summary</th>
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<tr>
<td>Job Function</td>
<td>Laundry and Linen</td>
<td>Category</td>
<td>Supervisory &amp; Management</td>
</tr>
<tr>
<td>Per. Program</td>
<td>MSP</td>
<td>Tracking Code</td>
<td>A1102</td>
</tr>
<tr>
<td>FLSA</td>
<td>Exempt</td>
<td>Job Code</td>
<td>6501</td>
</tr>
<tr>
<td>Job Title</td>
<td>Laundry Manager 1</td>
<td>Job Level</td>
<td>Manager 1</td>
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<tr>
<td>Key Resp 01</td>
<td>Manages laundry services, effectively overseeing quality, efficiency and safety of operations by administering programs, policies, procedures, budgets, resource management, inventory control</td>
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<tr>
<td>Generic Scope</td>
<td>Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.</td>
<td>Oversees through subordinate Managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate Managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets.</td>
<td>Oversees through subordinate Managers a one or more large, complex organization departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate Managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.</td>
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<tr>
<td>Custom Scope</td>
<td>Applies managerial skills, knowledge, and experience in medical laundry services to effectively manage subordinate staff and department operations. Determines the best use of staff and resources and develops work plans to achieve departmental goals and objectives within budgetary parameters. Manages, oversees, and evaluates laundry operations to deliver services that meet medical center needs in a timely fashion, while adhering to performance standards, safety protocols, and regulations.</td>
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| Key Resp 02 | Oversees and manages the activities of subordinate personnel, providing expertise, training, guidance, and direction. Applies managerial skills in recruiting, hiring, promotions, disciplinary actions, and other significant personnel matters.  
---|---  
| Key Resp 03 | Develops work plans and assignments for the achievement of departmental goals and objectives for the operation of efficient laundry services. Implements safety protocols, performance standards, productivity measures, and quality improvement programs.  
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| Key Resp 04 | Performs data analysis and reporting functions for continuous assessment of program performance, productivity, safety, and quality of services, in accordance with objectives and budgets.  
---|---  
| Key Resp 05 | Regularly consults and interacts with various department managers to ensure that the overall volume, quality, and efficiency of laundry services are meeting the needs of patients and staff.  
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| Key Resp 06 |  
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| Key Resp 07 |  
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| Key Resp 08 |  
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| Key Resp 09 |  
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| Key Resp 10 |  
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| Key Resp 11 |  
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| Key Resp 12 |  
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| Key Resp 13 |  
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| Key Resp 14 |  
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| Key Resp 15 |  
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| Education 1 | Associate degree in business or related area and / or equivalent combination of experience / training.  
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| Education 2 |  
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Systems, and regulatory compliance.
Job Family: General Services

Category: Supervisory & Management

Job Function: Laundry and Linen

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Education

- Education 3
- Education 4

License

- License 1
- License 2
- License 3
- License 4

Certification

- Cert 1: Certification in laundry and linen management.
- Cert 2
- Cert 3
- Cert 4

Special Conditions

- Spec Cond 1
- Spec Cond 2
- Spec Cond 3
- Spec Cond 4

Knowledge, Skills, and Abilities

- KSA 01: Strong knowledge of all phases of a large medical laundry operation, including techniques, processes, machinery and technology, safety protocols, systems for infection control, and the handling and transporting of linens.
- KSA 02: Strong knowledge of budgets, inventory control systems, supply management, and production and fulfillment schedules.
- KSA 03: Strong managerial skills, including personnel management, staffing, training, budgeting, and program planning and implementation.
- KSA 04: Ability to analyze production data, produce reports, and develop work plans and strategies to correct problems and to implement objectives and quality improvements.
- KSA 05: Strong computer proficiency in a wide variety of applications used for administrative, technical, and record-keeping purposes.
- KSA 06: Solid skills and abilities in written and verbal communications, to resolve complex employee
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**KSA 07:** Strong interpersonal skills and sensitivity to issues of workplace diversity.  

**Environment:** Healthcare (hospital, clinical, classroom setting or similar environment as the role requires).  

**Career Path 1:** Career Path open  
**Career Path 2**  
**Career Path 3**  
**Career Path 4**  
**Career Path 5**  
**Career Path 6**