



Title:	Laundry/Dry Cleaning Operations Manager
Reports to:	Exceptional Children's Director or Designee
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

Qualifications: Those Qualifications required under the provisions of "No Child Left Behind":

- Associate's Degree/Business Administration preferred
- Minimum 3-5 years of experience in Professional Laundry and/or Dry Cleaning Company. Industrial housekeeping experience is a plus with good experience with immense customer laundry.

Supervises: The operation of the Laundry/Dry Cleaner Facility

Job Scope: Manage the daily operations of the Laundry Facility and assist with leading and training the team of workers to operate or tend to the washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, blankets, bedding and draperies.

Essential Job Functions:

- Oversee the provision of laundry and dry cleaning services for customers.
- Responsible for compliance maintenance of operations.
- Maintain a daily log of all activity in and out of laundry.
- Manage the laundry and dry cleaning daily and weekly planning to guarantee the fastest outcome and best productivity.
- Skilled at operating all the laundry, dry cleaning and pressing machines and assist with training the student workers and job coaches in operating them.
- Inspect soiled articles.
- Responsible for the quality of cleaning and pressing of garments.
- Manage the team of student launderers and pressers and coach them to deliver best quality of work.
- Manage the stocks of chemicals and packaging materials.
- Ensure all charges are collected for laundry and dry cleaning services, where appropriate, and documentation completed.

- Ability to use Laundry and other household equipment and electrical appliances.
- Receive and mark articles for laundry or dry cleaning with identifying code numbers or names.
- Start washers, dry cleaners, driers, or extractors, and turn valves or levers to regulate machine.
- Oversee laundering processes and the volume of soap, detergent, water, bleach, starch, and other additives used.
- Sort and count articles removed from dryers, and fold, wrap, or hang them.
- Examine and sort into lots articles to be cleaned, according to color, fabric, dirt content, and cleaning technique required.
- Load articles into washers or dry-cleaning machines, or direct other workers to perform loading.
- Mix and add detergents, bleaches, starches, and other solutions and chemicals to clean, color, dry, or stiffen articles.
- Clean machine filters, and lubricate equipment.
- Remove items from washers or dry-cleaning machines, or train/supervise other workers to do so.
- Operate extractors and driers, or direct their operation.
- Inspect soiled articles to determine sources of stains, to locate color imperfections, and to identify items requiring special treatment.
- Determine spotting procedures and proper solvents, based on fabric and stain types.
- Operate dry-cleaning machines to clean soiled articles.
- Test fabrics in inconspicuous places to determine whether solvents will damage dyes or fabrics.
- Pre-soak, sterilize, scrub, spot-clean, and dry contaminated or stained articles, using neutralizer solutions.
- Start pumps to operate distilling systems that drain and reclaim dry cleaning solvents.
- Sprinkle chemical solvents over stains, and pat areas with brushes or sponges to remove stains.
- Apply bleaching powders to spots and spray them with steam to remove stains from fabrics that do not respond to other cleaning solvents.

- Match sample colors, applying knowledge of bleaching agent and dye properties, and types, construction, conditions, and colors of articles.
- Apply safe chemicals to neutralize the effects of solvents.
- Iron or press articles and fabrics using hand irons or pressing machines.
- Hang curtains, drapes, blankets, pants, and other garments on appropriate frames to dry or train/supervise other workers to do so.
- Wash or dry-clean delicate articles or garment linings by hand, using mild detergents or dry cleaning solutions or train/supervise other workers to do so.

Required professional qualifications, training and experience

- Good leadership skills and experience in managing a team of workers, keeping them motivated and under effective control.
- Good communication and writing skills.
- The ability to identify the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- Knowledge of both customer and corporate/ laundry operations/machines and techniques.
- Experienced in operating and handling all different types of laundry, dry clean and pressing machines.
- Expert in treating all types of different garments and knowledge of how to handle and treat all kinds of stains while keeping the garments in new condition.
- Expert in all types of laundry chemicals and packaging materials.
- Expert in supply chain management, assuring effective management for all chemicals and packaging stocks.
- Good leadership skills and experience in managing a big team of workers, keeping them motivated and under effective control.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions