



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LAUNDRY AND DRY- CLEANING WORKERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Laundry and Dry- Cleaning Workers-B	V6011B	25	
Laundry and Dry- Cleaning Workers-O	V6011O	25	
Laundry and Dry- Cleaning Workers-A	V6011A	25	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, and carpets. Include spotters and dyers of these articles.

Nature of Work

Laundry and dry-cleaning workers clean garments, linens, draperies, blankets, and other articles. They also may clean leather, suede, furs, and rugs. Laundry and dry-cleaning workers ensure proper cleaning by adjusting machine settings for a given fabric or article, as determined by the cleaning instructions on each item of clothing. When necessary, workers treat spots and stains on articles before laundering or dry-cleaning. They tend machines during cleaning and ensure that items are not lost or misplaced with those of another customer. These workers often work in dry-cleaning establishments and are responsible for starching, steaming and ironing clothing and other items to remove wrinkles. When finished, they assemble each customer's items, bag or box the articles, and prepare an itemized bill for the customer.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role sort, mark, wash, dry, iron, and fold laundry.
- Employees pick up and deliver laundry, operate laundry equipment, and under supervision will assist in performance of preventative maintenance procedures and minor repair of equipment.
- Employees may assist in a clothing or linen supply room.

Recommended Education and Experience for Full Performance

Eighth grade education

Minimum Qualifications

Eighth grade education

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Operational

- Employees in this Role perform special washing, spot cleaning, bleaching, drying, ironing, and finish work.
- Employees independently operate laundry equipment
- Employees perform preventative maintenance and minor repairs on laundry or equipment.

Recommended Education and Experience for Full Performance*

Eighth grade education

Minimum Qualifications

Eighth grade education

Advanced

- Employees in this Role instruct laundry workers, plan laundry schedules, prepare soaps, detergents, bleaches, and starches for appropriate solutions.
- Employees designate laundry articles for repair.
- Employees are also responsible for equipment maintenance and repair, inventory supplies, and budgets.

Recommended Education and Experience for Full Performance

Eighth grade education

Minimum Qualifications

Eighth grade education

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

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**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.