



United States
Office of Personnel Management

**FWS Job Grading Standard
for
Laundry Machine Operator**

7305

TS-5, 2/69

Workforce Compensation and Performance Service
Classification Programs Division
June 1998, HRCD-5

COVERAGE OF STANDARD

This standard is used to grade nonsupervisory jobs when the primary work involves operation of commercial-type laundry washers, extractors, tumblers, or conditioners. This includes loading, unloading, and operating controls of machines to wash, dye, starch, roughdry, or condition items for pressing.

JOBS NOT COVERED BY THE STANDARD

[Laundry Worker, 7304](#) -- Processing laundered flatwork or roughdry items by operating flatwork ironer, handkerchief press, folder, and bundle-tying machine.

[Presser, 7306](#) -- Pressing laundered or dry-cleaned garments, shirts, and other items.

[Dry Cleaner, 7307](#) -- Dry cleaning garments, blankets, and other items.

[Laborer, 3502](#) -- Pushing carts; lifting bundles; loading and unloading machines; carrying supplies; and other manual work in the laundry requiring heavy physical exertion.

GRADE LEVELS

This standard does not describe all possible levels at which jobs might be established. If jobs differ substantially from the skill, knowledge, and other work requirements described in the grade levels of the standard, they may warrant grading either above or below those grades.

TITLES

Jobs covered by this standard are to be titled *Laundry Machine Operator*.

7305-3 LAUNDRY MACHINE OPERATOR, GRADE 3 7305-3

General: In addition to the strength and stamina needed for doing heavy physical work, grade 3 laundry machine operators must use some judgment and ability in running one or a combination of tumblers, extractors, and conditioners. Some of the typical tasks are:

Loading wet wash into extractor basket. Balancing load by distributing articles evenly. Using overhead hoist for extractors with removable cylinders. Setting timer for proper period to extract sufficient quantity of water.

Unloading extracted laundry from handtrucks into tumbling machines to be fluffed and dried. Setting controls (for drying time, cooling period, or to tilt machine upon completion). Removing laundry from delivery to other departments.

Skill and Knowledge: Grade 3 laundry machine operators must know the loading capacity of tumblers, extractors, or conditioners. For example, they need to know to fill the machine to a certain mark or that the machine will hold all of the wet laundry from a certain washer, etc.

They must also know how long to operate the machines for certain types of laundry. (A timer for extracting that is set for 15 minutes for the majority of items processed would be set for 20 minutes when extracting water from heavy wet blankets.)

Some operators must have ability to keep simple written records of the work processed.

Responsibility: Grade 3 laundry machine operators work according to set procedures for loading machines and timing of machine loads, and keeping within the production schedules. They decide that extractor loads are evenly balanced to avoid too much vibration or that tumbler loads are proper to permit drying within the time allowed. A higher grade worker in the area checks from time to time to see that instructions are followed. Items that obviously need rewashing are called to the attention of the supervisor.

Physical Effort: Grade 3 laundry machine operators need strength and stamina for doing heavy physical tasks for long periods, e.g., pulling wet laundry from washer, pushing heavy carts, and lifting bundles weighing over 23 kilograms (50 pounds). They stand and walk continuously on concrete floors.

Working Conditions: Laundries are very noisy and usually hot and humid. Workers are constantly exposed to the possibility of bruises from moving carts or falls on wet floors in the washing area.

7305-5 LAUNDRY MACHINE OPERATOR, GRADE 5 7305-5

General: Grade 5 laundry machine operators have more skill than Grade 3 operators because they run washing machines for a variety of purposes, e.g., to launder, dye, starch, or to treat articles with water repellent and flame retardant. Typically, four or more machines are operated at one time. Operators must know the formulas used for various types and degrees of soiled laundry. Typical tasks are:

Seeing that washers are loaded according to the capacity of the machine. Processing laundry types involving differences in water temperatures, number and timing of cycles, and addition of compounds at various stages. (After setting machine in operation for laundering, adding alkali, soap, bleach, bluing, and sour during the proper cycle when the machine signals. Seeing that laundry is processed in order of priority need, with lot numbers kept in sequence. Seeing that washers are unloaded into containers manually, or operating controls to dump laundry from automatic machines. Seeing that wet wash is removed to other departments.

Skill and Knowledge: In addition to knowing the basic washing techniques and formulas for soiled laundry, grade 5 laundry machine operators must understand the effect of water temperatures; compounds such as dye, starch, water repellent, or flame retardant; water levels; and timing of cycles for various fabrics to know when the washers are not operating properly. On occasion, grade 5's operate manual controls to complete cycles or to provide an extra cycle, e.g., cold water cycle for stained surgical items. Some operators also need ability to keep simple records of loads processed.

Responsibility: Grade 5 laundry machine operators decide which of the approved formulas or machines to use based on such facts as degree of soil, size of load, and washability of fabrics. They receive instructions on the handling of laundry for which there are no set procedures. A supervisor checks from time to time to see that the laundry is moving through the unit in the time allowed and that washed items are clean. Mechanical defects in machines are referred to the supervisor. As required, grade 5 operators show lower graded operators how to do the work.

Physical Effort: Operators who have assistance from lower grade workers in loading and unloading machines spend less time on heavy physical tasks than others; however, most operators need ability to pull wet laundry from the washer, push heavy carts of wet laundry, and lift bundles weighing over 23 kilograms (50 pounds).

Working Conditions: Working conditions are essentially the same as those described for the [grade 3 level](#).