

LAUNDRY WORKER

DEPARTMENT: Laundry

FLSA STATUS: Non-exempt

SUPERVISOR: Environmental Services Director

DATE: August 1, 2018

DUTIES AND RESPONSIBILITIES:

Ensures the provision of the day-to-day activities of the Laundry Department, providing high quality services and high standards of cleanliness. Ensures that an adequate supply of linen is on hand. Pick up, deliver, sort, weigh, wash, dry, iron, fold, stack, and hang resident and facility laundry; knowledge of household and industrial laundry equipment; maintain cleanliness of laundry area and equipment.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

FUNCTIONS:

1. Coordinates daily laundry services in collaboration with nursing services when performing routine assignments.
2. Performs daily laundry functions as assigned.
3. Performs specific/assigned tasks in accordance with daily work assignments and established laundry procedures.
4. Ensures that an adequate supply of laundry/linen supplies are maintained in designated areas to meet the residents' daily needs.
5. Collects, sorts, and weighs soiled laundry, linen, clothing, etc. and places items in the appropriate containers or assigned areas.
6. Sorts soiled laundry, linen, clothing, etc., and separate items that need special stain removal or treatment.
7. Sorts, counts, and washes soiled laundry, linen, clothing, etc., in accordance with established procedures.
8. Wash contaminated linens separately if necessary.
9. Wear gloves as necessary when handling dirty linens. Wash hands after contact with any soiled linen.
10. Wash garments and linens in an electrically powered washing machine and adjust valves to proper temperature.
11. Avoid overloading machine.
12. Use only the amount of detergent required since this will help maintain a low suds level.
13. Understand function of various soaps, bleaches, softeners, and other chemicals employed in washing and rinsing and use solutions at appropriate times.
14. Able to distinguish between cotton, wool, and synthetics.
15. Be familiar with proper heat to apply to particular fabrics to prevent damaging material
16. Transfer washed clothes from washer to dryer and to baskets for distribution.
17. Damp-dry clothes in extractor when necessary.
18. Clean and replace filters in washing machines after each load.
19. Remove lint from tumbler and keep tumbler clean.
20. Folds, counts, stacks, hangs, and distributes clean laundry, linen, clothing, etc. to residents daily or as instructed.
21. Handle, store, process, and transport all linens in a manner that will prevent the spread of infection.
22. Ensure that residents' clothes are properly identified and labeled with indelible ink pen.

23. Report losses and damages of residents' laundry.
24. Assures that clean laundry, linen, clothing, etc., is distributed to designated areas during emergency conditions.
25. Maintain inventory of linens and laundry supplies.
26. Keep laundry off floor.
27. Ensures that floors are clean, swept, dusted, and damp/wet mopped in laundry room.
28. Ensure walls and ceilings are clean in laundry room.
29. Remove any dust, dirt, grease, etc., from equipment or floor surfaces utilizing proper cleaning/disinfecting solutions.
30. Discard any waste/trash into proper receptacles.
31. Keeps work area(s) free of hazardous conditions such as spills, excess carts, supplies, equipment, etc.
32. Reports hazardous conditions or equipment to the supervisor.
33. Reports equipment malfunctions or breakdowns to the supervisor.
34. Ensures equipment is clean and properly stored at the end of the shift.
35. Be willing to perform routine tasks on a continuous basis and keep up with flow of work.
36. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing/Walking:				X
Sitting:	X			
Lifting/Carrying: 30 lbs				X
Pushing/Pulling 30 lbs				X
Climbing/Balancing:	X			
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents			X	
Color Perception: (Red, Green, Amber)				X
Animals/Plants	X			

MENTAL/REASONING REQUIREMENTS

- Reading Simple Writing – Complex Analysis/Comprehension
- Reading-Complex Clerical Judgement/Decision Making
- Writing – Simple Basic Math Skills

EXPOSURES

- Airborne particles Explosives Muscular Strain Temperature
- Caustics Fumes Noise Toxicants
- Chemicals High places Odors Vibration
- Electrical Current Moving Parts Physical Abuse Vision strain
- Slippery Floors Weather

WORK AREA AND ENVIRONMENT:

Laundry area and throughout the building.

QUALIFICATIONS:

Education: High school diploma or GED preferred

Experience: Not necessary

Job Knowledge: Ability to read, write and follow instructions; knowledge and ability to use household and industrial washers and dryers; knowledge of commercial laundry processes, equipment, and procedures for both washing and ironing materials.

Standards: State Health Department

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

ACCEPTANCE STATEMENT:

I have carefully read, understand, and accept the job description, including the qualifications and requirements of the position of **LAUNDRY WORKER**, and, if employed, I certify that I can and will perform the essential functions of the position.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

This job description supersedes all prior written and unwritten policies, including any prior job descriptions. Nothing contained in this job description or in any other statement of Facility philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.

This job description is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right. Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.

Further, any employment agreement entered into by the President, or his designated representative will not be enforceable unless it is in writing.

Signature of Employee

Date

Signature of Witness

Date