

Laundry Aide Casual Position



POSITION SUMMARY

Must be able to perform all laundry procedures (sorting, folding, operating of equipment, drying and folding, transporting of soiled and clean linen, and perform all other related duties as assigned. Laundry maintains on hand a sufficient quantity of linen essential for the proper care and comfort of the residents.

MINIMUM/PERSONAL QUALIFICATIONS

Must be at least 18 years of age and in good physical and mental health. High School graduate and laundry department experience preferred. Must be able to read and write and follow oral and written directions. Must have some knowledge of laundry procedures. Must have a willingness to work with other departments and supervisors. Must be able to keep up with the linen demands of the facility. Must cooperate with fellow workers and work as a team.

WORKING CONDITIONS

Works in well-lighted and ventilated areas. Must be able to tolerate heat and change of temperature. Must be able to stand for long periods of time. Sits, lifts, and bends intermittently during the work day. Must attend departmental, staff and in-service meetings.

COGNITIVE AND SENSORY REQUIREMENTS

Talking: Used to communicate with others.

Hearing: Needed when taking instructions and listening to proper functioning and timing of machinery.

Sight: Used constantly in performing tasks.

Smelling: Required to determine if laundry is sufficiently clean, malfunctioning of equipment, detecting smoke, gas fumes, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Pick up and transport soiled linen to the laundry room.
- Transport clean linen to the specified areas and distribute.
- Sort, presoak, and launder all linen and residents clothing.
- Understand functions of different soaps and chemicals used.
- Conduct weighing of soiled linen prior to each load.
- Inventory all new linen placed into the system and worn or old linen taken out of service, and make those reports available to the Laundry Supervisor.
- Distribute personal linen to resident rooms.

- Labeling of resident clothing and personal belongings.
- Handle special linen needs as indicated (isolation, bio-hazardous, etc.)
- Vacuum and clean laundry area daily.
- Clean and maintain all equipment such as washing machines, dryer and dryer vents, laundry carts, folding table, counter tops and drawers and shelves.
- Wash and Dry cubicle curtains
- Must follow all infection control and safety rules pertaining to laundry.

POSITION DETAILS

On call

All shifts including weekends

Ground Floor, 1st, 2nd, 3rd, WH