

Department: Horace Nye Home

Classification: Labor

Grade: 3

SPEC DISK H1
DOCUMENT 50

LAUNDRY WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine tasks such as loading and unloading washers and dryers, sorting and marking clothing and linen, and operating ironing equipment. The work is performed under direct supervision with the finished product examined for adherence to work standards. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects, weighs and sorts soiled linens;
Treats stained articles with stain removing agents before or after washing as instructed;
Inspects linens for wear and tear and disposes of or sets aside for repair;
Operates washers and dryers using established formulas and following instructions for operation of machines;
Removes linens from dryers and sorts; hangs garments that do not require pressing; mangles, presses or hand irons articles as required; folds and stacks linens, etc. according to department or for shelving in linen supply room;
Operates automatic pressing machines;
Mangles sheets, pillow cases and similar articles;
Folds and sorts linen, towels, and gowns and arranges for their proper distribution;
Puts linens on carts and distributes to departments according to their daily needs;
Cleans equipment and work area daily and as scheduled; may perform other duties as directed by supervisor; if laundry personnel assists in other departments, they must record time spent in other functions for work output statistics if such are required.
Keeps records of linen usage by department if directed to do so.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn the operation and care of laundry machinery such as washers, dryers, extractors and ironing equipment; ability to understand and carry out oral and written instructions; ability to maintain simple records; ability to make simple arithmetic calculations; ability to lift moderately heavy articles; dependability; ability to work well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

Amended: 9/24/92