

## Laundry Aide

Department: Laundry	Reports to: Laundry Supervisor
Job Code: 5400	Date Revised: 6/1/2011

**Position Summary:**

The overall purpose of the laundry aide position is to provide assistance in the delivery of laundry services. Incumbents may wash, dry, fold, iron, mend, and distribute or deliver linen or residents clothing.

**Position Responsibilities:**

The specific responsibilities of this position are described in the Essential Functions

**Qualifications/Experience/Requirements:**

- Functional literacy in English is required.
- Physical ability to lift/carry wet laundry, washing supplies, equipment is necessary.
- Experience in institutional laundering is helpful.
- Effective communications and interpersonal skills are necessary.

**Essential Functions:**

The following represents the essential functions of this job to be used to determine if an individual with a physical or mental impairment can perform these functions with or without reasonable accommodation. The other functions listed may be required of all other staff in the position.

All essential functions should be reviewed with the Supervisor every six months and new goals established if results are not meeting expectations.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Employer. The Employer retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

<b>Essential Functions</b>
Assures effective laundering by loading machine to proper weight/level, setting proper cycle, and hooking-up or dispensing proper detergents/chemicals/etc.
Sorts laundry by color, fabric, type, etc., and prepares for washing by pre-soaking as is appropriate
Transfers laundered items, in sanitized container, to dryers
Folds and stacks dried items in proper order, irons and mend those items which require it
Using proper equipment, distributes personal laundry to residents closets
Cleans and disinfects floors, appliances, folding tables, delivery carts, and other laundry areas
Must be able to walk and/or stand for extended periods of time
Must be able to perform moderate to heavy lifting and be able to push/pull loaded laundry carts
Assures that sanitation and quality standards are met
Assures proper storage of supplies
Identifies and corrects safety hazards
<b>Other Functions</b>
Cleans burner/ignition areas of dryers as needed.
Assures that proper equipment is available and in good repair
Performs other duties/tasks as may be assigned.

**Dimensions and Scope:**

Incumbent(s)

- Functions within the constraints of established policy, practice, and procedure.
- Activities are directed to the accomplishment of assigned tasks in a prescribed manner with little latitude for variation or change.
- Professional contacts are usually with facility management and staff, residents, and residents families.

**Physical Demands:**

May require frequent extended work days of up to 12 hours.

Sitting:	0 hours per 8 hour work shift. May alternate frequently to standing or walking.
Standing:	5-6 hours in an 8-hour work shift. May occasionally alternate to sitting and frequently alternate to walking
Walking:	2-3 hours in an 8-hour work shift. May occasionally alternate to sitting and standing.

**Frequency:**

Never = 0%, Rarely = 1 - 10%, Occasionally = 11 - 33%, Frequently = 34 - 66%, Continuously = 67+%

Lifting / Weight	Frequency	Carrying / Weight	Frequency
1 -- 10 lbs	Continuously	1 -- 10 lbs.	Continuously
11 -- 20 lbs.	Frequently	11 -- 20 lbs.	Rarely
21 -- 30 lbs	Occasionally	21 -- 30 lbs	Rarely
36 -- 50 lbs.	Rarely	36 -- 50 lbs.	Rarely
		51 -- 75 lbs.	Rarely
Bending: Frequently	Kneeling: Rarely	Squatting: Rarely	Crawling: Rarely
Reaching: Continuously	Grasping: Continuously	Climbing: Rarely -- stairs	

**Applicant Declaration:**

I have read the qualifications and requirements of the position of **Laundry Aide**. To the best of my knowledge, I believe that I can perform these duties.

It is company policy that all employees are employed at will, meaning that either the company or the employee may terminate the employment relationship at any time, with or without cause or notice.

Employee Name (Print)	Employee Signature:
Supervisors Signature	Date