

LAUNDRY WORKER

DEFINITION

Under general supervision of the Administrator and direction of the Administrative Assistant II, will perform a variety of routine manual tasks in the operation of the Badger Prairie Health Care Center linen and laundry area. This includes handling inventory and distribution of linen; providing assistance with the residents' personal laundry; launder and distribution of certain facility owned items; maintaining cleanliness of laundry areas and equipment and serve as backup for the labeling process. Also, may serve as the backup to the Sewing/Alterations Worker if qualified.

EXAMPLES OF DUTIES

Load and deliver clean linen carts to the nursing units; launder rags, mop heads, some personal clothing and miscellaneous items; follow health and safety guidelines; maintain sanitary work area and equipment; operate large and heavy laundry equipment and machinery such as: industrial washers and dryers; monitor and change chemicals for the laundry machine automatic dispensing equipment; may maintain simple records; maintain procedures for handling dirty linen into the appropriate carts; serve as backup for some Sewing/Alteration Worker functions (i.e., labeling) and related work as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a high school diploma or GED and one year experience in a laundry operation. Additional credit will be awarded for laundry experience gained in an institutional facility.

Knowledge, Skills and Abilities: Knowledge of laundry equipment; knowledge of safety hazards; possession of basic and accurate mathematical skills; ability to read and write; ability to learn and grasp routine tasks quickly; physical ability to do routine laundry work; ability to keep up flow of work; ability to lift 50 pound loads or push heavier loads with assistance; ability to follow oral and written instructions; ability to work cooperatively with others.

Special Requirement: Steel-toed, non-skid safety shoes are required.