

SEWING/ALTERATIONS WORKER

DEFINITION

Serve as the facility's Sewing/Alterations Worker, primarily responsible for ensuring all resident clothing is labeled, mended, and altered; sorting and categorizing donated clothing; sewing and completing sewing projects, when necessary; assisting the Laundry Worker in completion of laundry functions and serving as backup to Laundry Worker.

EXAMPLES OF DUTIES

Mends and/or performs alterations on resident clothing, including coordinating the receipt and storage of donated clothing; operates personal computer, label software, and printer to prepare labels for resident clothing; labels all resident clothing; performs sewing projects; assists in laundry area by loading and delivering clean linen carts; and launders various items.

EMPLOYMENT STANDARDS

Minimum Training and Experience: Requires any combination of training and experience equal to one year of making and repairing clothing. Additional credit given for experience in an institutional laundry facility. High School diploma or GED preferred.

Knowledge, Skills, and Abilities: Possess basic and accurate mathematics skills. Must have an ability to see objects closely to print and ready laundry identification labels; to discriminate colors; to identify wet or dry linens; to read residents' names and place clean linen on appropriate carts; to follow daily job sequence; to move from one task to another as a laundry team member; to give and receive written and oral instructions and directions in English; to operate a personal computer and software designed to make resident clothing labels, as well as related sealing equipment; and to use industrial sewing machine and other seamstress-related equipment.

Physical Demands: Must have an ability to transport a variety of laundry carts weighing between 50-600 pounds; to lift laundry bags weighing 40-80 pounds to a height of 5'11"; to stand for up to eight hours a day; to bend, squat, and stoop to floor level; to kneel; to walk; to reach heights from 6 inches to 8 feet; and to complete routine and repetitive motions to sort, fold, hang, sew, and other related tasks for up to eight hours a day.

Other Work Requirements: Maintain confidentiality of all resident care information and assure residents' rights and privacy are protected at all times.