

LAUNDRY WORKER

Purpose Statement

The job of Laundry Worker was established for the purpose/s of assisting with the provision and overseeing of required district-wide laundry services (including maintaining work area and/or equipment in sanitary and safe working condition) in an efficient, cost-effective, safe, sanitary, and secure manner; and assists summer custodial teams, as assigned by supervisor.

This job reports to Supervisor Custodian - District

Essential Functions

- Assists (Senior Laundry Worker and/or Job Coach) with oversight/training of work study students for the purpose of ensuring student safety in following appropriate procedures and/or improving student job skills.
- Assists Senior Laundry Worker with training of substitute personnel for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Assists summer custodians, as assigned by supervisor, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Assists with the cleaning of work area facilities and/or equipment for the purpose of ensuring facilities and equipment are in proper working condition and providing a sanitary, safe and attractive environment.
- Dyes various clothing and materials (e.g. towels, T-shirts, athletic uniforms and/or accessories, etc.) for the purpose of matching items to school colors.
- Loads/Unloads delivery van for the purpose of picking up soiled items and returning sanitized items to appropriate locations.
- Monitors supplies and condition of equipment (e.g. detergent, soap, chemical solutions; washers, dryers, vehicles, etc.) for the purpose of ensuring the availability of items as needed.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Sorts and folds laundered articles for the purpose of preparing them for storage and/or delivery to other locations.
- Stocks shelves, as needed, for the purpose of ensuring the availability of items required to properly maintain District laundry and work area facilities.
- Transports laundry to and from District facilities and schools for the purpose of picking up soiled materials and returning sanitized materials for use at appropriate locations.
- Washes laundry (e.g. loading washer, adding detergent/soap, cleaning chemicals, etc.) for the purpose of providing sanitized articles at various locations as needed.

Other Functions

- Attends in-service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in laundry services and industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods and materials used in industrial cleaning and laundry services; safety practices and procedures; safe driving principles and practices; and health standards and hazards, including familiarity with SDS sheets.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

12/06/2013

Salary Grade

Classified 45

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____