

| Job Description | | | |
|------------------------|------------------------------------|------------------------|------------------------------|
| Job Title: | Laundry Aide | Building: | Birchwood Health Care Center |
| Reports to: | Director of Environmental Services | Supervises: | |
| Level: | 1 | Classification: | Non-exempt |
| Status: | Full-time/Part-time | Date Revised: | June 2008 |

Job Summary:

Assist in laundering and the delivery of linens, resident clothing, etc. per facility and department policy.

Qualifications:

Knowledge of or ability to learn position procedures, techniques and equipment.

Essential Job Functions:

1. Picks up soiled laundry from chute and other designated areas and properly sorts.
2. Adds pre-soak, soap and other solutions (as needed) to laundry.
3. Places garments and linens in washers and dryers and selects correct operating procedure.
4. Transfers clothes to and from washer and/or dryer.
5. Hangs, folds, slacks and repair garments and linens as appropriate. No alterations.
6. Distributes clothes to residents' rooms and linens to closets and deliver briefs.
7. Identify and marks resident items to assist in correct distribution.
8. Reports any garment and linens in ill repair to supervisor.
9. Identify and reports any malfunctions in equipment.
10. Prevents the spread of infection by proper handling, storage, washing and transporting of all garments and linens.
11. Attends in-service training programs to maintain position competency.
12. Maintains acceptable attendance levels. Comes to work as scheduled and consistently demonstrate dependability and punctuality.
13. Performs in: an inside environment, normal temperatures, adequate lighting, possible exposure to infectious diseases, blood borne pathogens and unpleasant sights and smells.
14. Hears, speaks, feels and communicates to perform essential job functions.
15. Lift and assist to perform essential job functions.
16. Adapts to emergency situations.
17. Uses good communication to interact with residents, staff and departments to promote resident well being and motivate others.
18. Maintains a safe and sanitary environment.
19. Abides by the facility's policies, procedures and practices.
20. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
21. Participates in and supports Quality efforts throughout the facility.
22. Performs other duties as directed.