

Lutheran Services Carolinas Job Description

Job Title: Laundry Aide

Supervisor (title): Director of Environmental Services

Department: Environmental Services

Approved by: THB

Date: 11/11/19

Position Purpose/Summary: The Laundry Aides is responsible for the care and laundering of linens and residents' personal clothing.

Essential Functions: The Laundry Aide, in accordance with applicable Federal/ State laws and regulations, LSC objectives and policies, effectively:

1. Follows established policies and procedures of the Laundry Department.
2. Understands how to safely operate the washers, dryers and pressing machines.
3. Understands and correctly utilizes the laundry codes when using the washers and dryers.
4. Reports any machine malfunction to immediate supervisor as soon as possible. Shuts down machine immediately and make co-workers aware.
5. Folds and stacks laundry and linen.
6. Delivers laundry and linen as directed.
7. Soaks, washes and dries soiled laundry and linen.
8. Picks up laundry and linen at central points in the facility.
9. Uses supplies and equipment according to directions.
10. Follows duties and work assignments.
11. Follows safety rules and regulations, reports accidents and/or incidents to the Director of Environment Services or Maintenance Director immediately.
12. Attends staff meetings and completes required training as assigned.
13. Requisitions supplies as needed.
14. Understands the purpose and use of emergency equipment. Utilizes emergency equipment.
15. Maintains confidentiality.
16. Utilizes safety standards and maintains a safe environment.
17. Remains cordial and tactful with residents, peers and others.
18. Completes other assigned duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any: None

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Ability to read or write sufficiently to perform duties.

Experience: Experience in laundry service preferred.

Working Conditions/Physical Requirements: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ability to lift up to 50 pounds occasionally and 10 pounds on a regular basis.
2. Exposure to cleaning solvents and chemicals.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.