
SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION
DEPARTMENT: HOUSEKEEPING DEPARTMENT
TITLE: **LAUNDRY AIDE**
REVISION DATE: **03/16/2010**

DEFINITION:

Under the general direction of the Housekeeping/Laundry Supervisor, performs related duties associated with the collection, processing, distribution and inventory of linens and personal clothing.

EXAMPLES OF DUTIES:

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Responsible for executing work under the direction of housekeeping supervisor and the requests of the nursing staff, in emergency situations.
2. Constant alertness to needed repairs and make out work requests.
3. Abide by the cleaning procedures
4. Handles appliances, equipment and cleaning chemicals in a safe manner.
5. Follow all hospital policies
6. Responsible for the daily pickups A.M. and P.M. separating, loading and unloading washers and dryers, sorting, folding, weighing and distribution of clean linen, and nursing home patient personal clothing. Folds, loads and records linens and incontinent products onto institutional racks for delivery.
7. Responsible for mending all torn linens and patient clothing.
8. Operates iron as required.
9. Delivers personal and institutional linens to the units as assigned.
10. Responsible for daily cleaning of equipment, lint filter on dryer, lint from drain and weekly thorough cleaning of entire laundry and equipment.
11. Will assist housekeeping department.
12. Ensures quality clothing support services through the maintenance of efficient workflow patterns and in cooperation with other staff, residents and their families. Must demonstrate an ability to work under minimal direction and supervision.
13. Maintains a clean and tidy work area and equipment, following cleaning schedules and routines for the department and ensuring the proper care and economical use of resources.
14. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all Hospital and Department policies and procedures.
15. Performs other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- how to operate equipment and cleaning supplies or ability to learn;
- Laundry operations;
- good verbal and written communication skills and personal initiative

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Ability to

- read and write the English Language and follow written and oral instruction and fill out work request;
- recognize hazardous areas and take proper precautions;
- understand the hazardous communication program be familiar with all Material Safety Data Sheets (MSDS) and abide by the procedures;
- understand the Infection Control Policies and Procedures and Safety Policies and procedures;
- be flexible and able to work in an environment that has frequent and multiple interruptions, which is stressful at times;
- follow department policy and procedures.

Experience and Training:

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

High School Diploma or its equivalency

Experience in housekeeping and/or laundry preferred.

Experience in a Long Term Care setting preferred.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, finger, handle, feel, grasp, open containers, and to operate hand and power tools, floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 30 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions, to include dust, dirt, odors, fumes, and heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms. Frequent interruptions to planned work activities occur. Changes in days off and shifts are possible and incumbent will be required to be available on short notice. Exposure to infectious diseases and bodily fluids is common.

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FLSA Status: Non-Exempt

LIMITATIONS/DISCLAIMER:

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
4. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position of Laundry Aide and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

Signature

Date