

MEDINA COUNTY COMMISSIONERS

Job Description LAUNDRY WORKER COUNTY HOME



SUMMARY

The laundry worker reports directly to the laundry supervisor. Oversees all laundry processes. Receives and sorts laundry, operates washers and dryers, treats stains and selects all cleaners. Repairs, mends, presses and folds laundry. Maintains the laundry area by ordering supplies, repairing machines and keeping area clean. Performs related work duties as needed.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Collects, receives, counts, and sorts laundry into separate loads by color, size, fabric type, and appropriate cleaning process. Removes unsalvageable materials from service. **Time spent: 25%**
- II. Operates washers, dryers and other laundry equipment, including computerized accessories; selects soaps and cleaning formulas. Adjust formulas for various types of soil, taking into account the fabric and dye of articles. Monitors gauges, sets timers on laundry equipment. **Time spent: 25%**
- III. Repairs and mends laundry. Replaces zippers and sews on buttons. Resets torn sections. Makes estimates of needed materials and determines which garments, towels, and cloths are salvageable and how repairs should be made. Orders replacement materials when directed by supervisor. **Time spent: 20%**
- IV. Finishes articles by drying, pressing, steam finishing and folding. Packs linen into bags or baskets and hangs or folds items of clothing. Restocks the laundry in storage. **Time spent: 15%**
- V. Performs routine and minor machine maintenance and repairs. Requisitions supplies and materials. Maintains records of time and materials. Observes standards for safety and cleanliness. Maintains cleanliness in laundry area. Attends staff meetings. Performs other duties as assigned. **Time spent: 15%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

Class #: _____
Unit: _____
County of Employment: _____
Class Title: _____
Normal Working Hrs : Fr _____ to _____
Working Title: : _____
Position Control #: _____
Division: _____
Pos # & Title of Supervisor: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Methods used in laundering; (2) Materials; (3) Equipment; (4) Basic clothing and garment repair techniques; (5) Laundry detergents and formulas; (6) Sewing machines; (7) Laundry process; 	<p>Operates washers, dryers and other laundry equipment</p> <p>Sort items by color, size fabric type and appropriate cleaning process</p> <p>Repairs and mends laundry</p> <p>Adjust formulas for various types of soils</p>
Skills:	<ul style="list-style-type: none"> (8) Read and follow detailed laundry instructions; (9) Operate various laundry or institutional equipment, including reading and interpreting gauges; (10) Select and adjust soap formulas; (11) Determine the best method to repair garments; 	<p>Adjusts formulas for various types of soils</p> <p>Operates washers, dryers, and other equipment</p> <p>Repairs and mends laundry</p> <p>Maintains records of times and materials</p>
Ability:	<ul style="list-style-type: none"> (12) Distinguish between colors; (13) Perform repetitive work; (14) Exercise initiative and judgment in salvaging torn or discolored garments and other material; (15) Stand most of the work day; (16) Work in areas of high and low temperatures; (17) Frequently move moderately heavy loads of laundry to and from laundry bags, baskets, washer and dryers 	<p>Sort items by color</p> <p>Removes unsalvageable materials from service</p> <p>Operates washers, dryers and other laundry equipment</p> <p>Restock the laundry in storage</p>

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Graduate from high school or equivalent
- 2) Knowledge of laundering and sewing

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Ability to perform close repetitive work
- Physical activity includes standing throughout the day
- Intermittent physical activity consists of walking and sitting
- Ability to lift large loads of laundry
- Will be exposed to hot and cold temperatures
- Specific vision abilities required by this job include close vision, the ability to adjust focus and the ability to determine between colors.

MAJOR WORKER CHARACTERISTICS

- Knowledge of laundry process
- Ability to use whole numbers, understand systems and procedures.
- Knowledge of County Home policy
- Knowledge of laundry formulas and detergents
- Ability to use laundry equipment