

LB Homes

Laundry Attendant

Department: Housekeeping/Laundry

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Varied hours to meet facility needs

Job Status: Full Time

Reports To: Housekeeping/Laundry Supervisor

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Processes washable laundry for residents and the facility.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Work according to the Laundry Safety Program.
- Receive and mark facility or resident's articles for laundry, using hand or machine markers.
- Start washers, dryers and turn valves or levers to regulate machine processes and the volume of detergent, water and other additives.
- Sort articles removed from dryers and fold or hang them.
- Examine and sort into lots articles to be cleaned, according to color, fabric, dirt content and cleaning technique required.
- Load articles into washers or dryers.
- Clean machine filters and maintain equipment.
- Remove items from washers or dryers.
- Inspect soiled articles to identify items requiring special treatment.
- Collect and transport soiled linens and clothing to the laundry.
- Identify personal clothing that needs repair.
- Sort soiled linens and prepare carts for pick up by external laundry service.
- Unload clean linens from delivery carts of external laundry service, place on carts for transport to storage areas.
- Transport linens to nursing units and stock linen cupboards with needed items.

- Sort personal laundry onto carts and racks and deliver to correct nursing unit.
- Monitor inventory and assure ordering of additional items needed.
- Evaluate new products and participate in decisions about use.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

SKILLS & ABILITIES

Education: Less than high school education

Experience: No prior experience necessary

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	C
Walk	F
Sit	O
Manually Manipulate	C
Reach Outward	C
Reach Above Shoulder	F
Climb	O
Crawl	O
Squat or Kneel	O
Bend	F
Grasp	F
Speak	F

Lift/Carry

10 lbs or less	C
11-20 lbs	F
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	C
13-25 lbs	F
26-40 lbs	F
41-100 lbs	O

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - (gloves, gowns, masks, goggles)

WORK ENVIRONMENT

Laundry area of resident care facility.

Employee

Signature: _____ Date: _____

Supervisor

Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.