

JOB DESCRIPTION

Position	Laundry Aide
Department	Environmental Services
Reports to	Director of Plant Operations
Job Classification	Non-Exempt
Position Purpose	Ensures the provision of the day-to-day activities of the Laundry Department, providing high quality services and high standards of cleanliness. Ensures that an adequate supply of linen is on hand and performs the job in accordance with current federal, state and local regulations and guidelines.

Required Qualifications

- ❖ High school diploma or GED diploma
- ❖ Must be able to read, write, speak and understand the English language.
- ❖ Must be able to add, subtract, multiply and perform basic math computations as needed.
- ❖ Previous long-term care/institutional setting experience in housekeeping/laundry preferred.

Major Duties and Responsibilities

Carries out all laundry duties as directed by the Environmental Services Director according to required department policies and procedures.

Ensures that daily work/cleaning schedules are followed.

Maintains a high standard of personal presentation and hygiene.

Ensures that all laundry equipment is correctly and safely used and kept in a safe condition. Reports any equipment defect to the department director.

Practices sensitivity to the privacy and individual needs of the residents.

Adheres to infection control policies at all times.

Adheres to correct use of personal protective equipment (PPE) requirements.

Ensures all necessary documentation is completed daily.

Carries out other duties as assigned by the Environmental Services Director.

Essential Functions

- ❖ Coordinates daily laundry services in collaboration with nursing services when performing routine assignments.
- ❖ Performs daily laundry functions as assigned.
- ❖ Performs specific/assigned tasks in accordance with daily work assignments and established laundry procedures.

- ❖ Ensures that an adequate supply of laundry/linen supplies are maintained in designated areas to meet the residents' daily needs.
- ❖ Collects, sorts, and weighs soiled laundry, linen, clothing, etc. and places items in the appropriate containers or assigned areas.
- ❖ Sorts soiled laundry, linen, clothing, etc., and separate items that need special stain removal or treatment.
- ❖ Sorts, counts, and washes soiled laundry, linen, clothing, etc., in accordance with established procedures.
- ❖ Presses/irons clothing as instructed.
- ❖ Folds, counts, stacks, hangs, and distributes clean laundry, linen, clothing, etc. to residents daily or as instructed.
- ❖ Assures that clean laundry, linen, clothing, etc., is distributed to designated areas during emergency conditions.
- ❖ Ensures that floors are clean, swept, dusted, and damp/wet mopped in laundry room.
- ❖ Ensure walls and ceilings are clean in laundry room.
- ❖ Remove any dust, dirt, grease, etc., from equipment or floor surfaces utilizing proper cleaning/disinfecting solutions.
- ❖ Discard any waste/trash into proper receptacles.
- ❖ Keeps work area(s) free of hazardous conditions such as spills, excess carts, supplies, equipment, etc.
- ❖ Reports hazardous conditions or equipment to the supervisor.
- ❖ Reports equipment malfunctions or breakdowns to the supervisor.
- ❖ Ensures equipment is clean and properly stored at the end of the shift.
- ❖ Follows proper procedures when mixing chemicals, disinfectants, and solutions used in the work area.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Honors the residents' personal and property rights.
- ❖ Reports any complaints of missing property to the supervisor.
- ❖ Turns in any found items to the supervisor.
- ❖ Informs the supervisor of any supply needs.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.

Personal Skills and Traits Desired/Physical Requirements

- ❖ Ability to read, write, speak and understand the English language.

- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must be able to relay information concerning a resident's condition.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Good verbal and written communication skills and ability to exercise judgement.
- ❖ Ability to maintain composure in stressful situations.
- ❖ Adaptable, friendly, polite, courteous and caring attitude.
- ❖ Thoroughness.
- ❖ Ability to be organized and efficient.
- ❖ Ability to work alone as well as part of a team.

Compliance as a Condition of Employment and Performance Appraisal

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by the Department of Health and Human Services (HHS). This job description will be reviewed and/or revised by the Administrator annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and [insert state civil rights law], it is the policy of [Facility Name] to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact [include name and/or department, telephone, and e-mail address].

Equal Opportunity Employer Statement

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Environmental Services Laundry Worker at *[Name of Facility]*.

Employee's Signature

Date

Director of Plant Operations Signature

Date