



LAUNDRY AIDE

REPORTS TO: Environmental Services Director

POSITION: Assist in laundering services for residents and departments in-house.

POSITION QUALIFICATIONS:

- Perform simple calculations.
- Must be able to follow written and oral instructions.
- Regular attendance is required.
- Must be 18 years or older.

PHYSICAL REQUIREMENTS:

- Standing: 3- 7 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 50 lbs good body mechanics or 25-50 lbs improper mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Moderate bending: 121-480 bends/day
- Squat/Kneel: 1-3 hours/day need not be continuous
- Wrist Position: Extensive deviation
- Near Vision: Requires minimal near vision to read resident names on clothing tags
- Visual Color: Requires discriminating among red, green and white

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

WORK ENVIRONMENT:

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease.

- Works with frequent interruptions.
- Frequent exposure to cleaning chemicals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Laundry

- Clean all linen used by the Residents and facility according to facility policy and procedures. Sort clothes and linens, washing, drying, and ironing as needed.
- Deliver laundry to resident rooms or linen storage area.
- Mark Resident clothing in accordance with facility policies.
- Perform cleaning duties as needed.

Safety and Sanitation

- Demonstrates knowledge of emergency policies and procedures.
- Performs all duties in a safe and efficient manner; uses Personal Protective Equipment assures that safety regulations are followed at all times by all staff.

Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain, a clean, safe, pleasant environment for residents, visitors and staff.

Residents Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

This 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 instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities.

To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read this position description and fully understand the requirements. I acknowledge I am able to perform the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I maybe assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Print Name

Date

Signature