

Laundry Aide Job Description

Position Summary:

Performs a variety of general laundry and housekeeping/cleaning duties to provide quality laundry service and to maintain the nursing home in a sanitary manner, and free from offensive orders.

Essential Functions and Responsibilities:

- Laundry Workers perform a variety of tasks on varying shifts, including collecting and sorting soiled linen, loading and unloading machines, and folding clean linen.
- Operates computer-operated washers and dryers.
- Responsibilities include counting and recording the linen processed each day, making proper deliveries to units and, cleaning and sanitizing the work area including; machines, work tables and sorting area.
- Performs laundry activities within well established guidelines to ensure that quality standards, safety guidelines and customer service expectations are met.
- Delivers personal clothing to the appropriate resident.
- The overwhelming majority of the laundry worker's job is performed while standing, walking and bending.
- The laundry worker is responsible for satisfactory and timely completion of assigned linen, etc. according to schedule.
- Reports equipment/cleaning product needs and or malfunctions to supervisor in a timely fashion.
- Is responsible for the safe and proper use of detergents and adheres to all safety precautions.
- Work involves pulling and pushing, carrying weight up to 50 pounds, twisting, bending and reaching from floor to waist height and from waist to chest level.
- Professionalism
 - A. Makes decisions that reflect both knowledge and good judgment.
 - B. Shows evidence of awareness of own limitations and seeks assistance when necessary.
 - C. Adheres to dress code and facility attendance policy.
 - D. Attends committee meetings, if assigned. Reports related to the committee are given during staff meetings.
 - E. Takes responsibility for own professional growth. Attends and participates in all scheduled training, educational and orientation classes, programs and activities including annual mandatory classes.
- Follows work schedules and completes assigned tasks according to the established standards of the facility

- A. Demonstrates a positive working relationship with patients/residents, visitors and facility staff.
- B. Acknowledges authority and exhibits appropriate response to the direction of supervisors.
- C. Spends time with patients/residents rather than other personnel.
- D. Readily assists co-workers as needed.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, The contents of this job description are job requirements and, at this time. I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions. .

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations. .

have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date