

Code: 4311

Title: LAUNDRY ATTENDANT

SUMMARY: Performs work in laundry control and supply in an institutional laundry room.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Picks up, receives, sorts, counts, inspects, folds, ties and bags laundry;
Checks incoming laundry for identification markings;
Pre-rinses heavily soiled items;
Operates washing machines and clothes dryers;
Sorts laundered articles according to identification markings for distribution;
Delivers linens to various areas of the institution;
Maintains records of linen, clothing, and uniforms issues and returned;
Does some sewing.

KNOWLEDGE & SKILLS:

Knowledge of:

- the proper and safe operation of laundry room equipment and machinery.

Skill in:

- following verbal and written instructions;
- learning assigned tasks;
- reading, counting and simple arithmetic.

MINIMUM QUALIFICATIONS:

Any combination of training and experience which demonstrates the minimum knowledge and skill required above.

OTHER REQUIREMENTS:

Special Requirements: Ability to independently move and manipulate heavy objects.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.