Provincial Job Description

TITLE:
(035) Laundry Services Worker

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides laundry-related services to all departments and facilities for clients, patients, residents and staff.

QUALIFICATIONS:

- **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Ability to work independently**
- **Valid driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> No previous experience.**

KEY ACTIVITIES:

A. Collection

- **Gathers and porters soiled laundry/linen to laundry room (e.g., using carts and slings/mono-rails).**
- **Weighs laundry/linen, documents and reports weights.**

B. Sorting and Processing

- **Sorts soiled laundry/linen and pre-treats stains.**
- **Loads and unloads washers and dryers.**
- **Selects/programs appropriate washer/dryer cycle and detergents/chemicals.**
- **Sorts, irons.**
- **Folds, checks quality of linens for repair or replacement.**
- **Sorts, cleans, stocks carts.**

C. Distribution

- **Organizes and stocks laundry carts.**
- **Porters clean linen to wards, closets and carts.**
- **Transports/porters clean laundry/linen to facilities, wards, closets and carts.**
- **Delivers and puts away clean laundry/linen to client/patient/resident rooms.**

D. Related Key Work Activities

- **Stores, records and tracks laundry/linen.**
- **Maintains inventory (e.g., orders chemicals and sewing supplies).**
- **Launders mops, cleaning cloths, privacy curtains and drapes.**
- **Ensures proper labeling of clothing and laundry/linen (e.g., Thermopatch or hand labeling).**
- **Cleans work area and equipment (e.g., washers, dryers, carts).**
- **Addresses telephone requests.**
- **Performs pre-scheduled washing (e.g., curtains).**
- **Disposes of sharps, broken glass and biohazardous waste, as per department procedures and policies.**
- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- **Performs basic mending and alterations.**
- **Sizes, orders, receives, mends, launders and distributes uniforms.**
- **Secures laundry area.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: November 18, 2026