Provincial Job Description

TITLE:
(104) Head Laundry Services Worker

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates workflow within the Laundry/Linen Departments. Provides laundry/linen related services to clients/patient/residents and staff.

QUALIFICATIONS:

- **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Organizational skills**
- **Leadership skills**
- **Communications skills**
- **Interpersonal skills**
- **Basic sewing skills**
- **Valid driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> Twelve (12) months previous experience an institutional laundry environment to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- **Prioritizes workload, schedules staff and deals with staff payroll issues.**
- **Provides input into and ensures compliance with department policies, procedures and objectives.**
- **Provides input into preparation of department budget and ensures adherence.**
- **Provides input into department equipment selection and cleaning products.**
- **Provides input into staff selection, performance appraisals and performance reviews.**
- **Provides input into department orientation and training.**
- **Acts as a liaison with other departments, vendors and suppliers.**
- **Coordinates Laundry/Linen Services with other departments and facilities.**

B. Collection

- **Picks up soiled laundry/linen from health facilities and transports to laundry facility.**
- **Gathers and porters soiled laundry/linen to laundry room.**
- **Weighs laundry/linen, documents and reports weights.**

C. Sorting and Processing

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

D. Distribution

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

E. 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 labelling of clothing and linen (e.g., Thermopatch or hand labeling).**
- **Cleans work area and equipment (e.g., washers, dryers, carts).**
- **Collects and disposes of garbage.**
- **Addresses telephone requests.**
- **Performs pre-scheduled washing (e.g., curtains).**
- **Disposes of sharps, broken glass and biohazardous waste, as per departmental procedures and policies.**
- **Performs basic mending and alterations.**
- **Sizes, orders, receives, mends, launders and distributes uniforms.**
- **Secures laundry area (unlocks/locks doors).**

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