



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:

- ◆ Previous: 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 wash/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 clean laundry/linen to client/patient/resident rooms, puts into drawers, hangs in closets.

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: October 17, 2019