



Provincial Job Description

TITLE:
(035) Laundry Services Worker

PAY BAND:
5

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, where required by the job**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Collection

- ◆ **Picks up soiled linen from health facilities and transports to laundry facility.**
- ◆ **Gathers and porters soiled linen to laundry room (e.g., using carts and slings/mono-rails).**
- ◆ **Weighs linen, documents and reports weights.**

B. Sorting and Processing

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

C. Distribution

- ◆ **Organizes and stocks laundry carts.**
- ◆ **Transports/porters clean laundry/linen to facilities, wards, closets and carts.**
- ◆ **Delivers clean laundry 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 linen (e.g., Thermopatch or hand labeling).**
- ◆ **Cleans work area and equipment (e.g., washers, dryers, carts, mangers).**
- ◆ **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, where required by the job.**
- ◆ **Secures laundry area, where required (locks/unlocks doors) by the job.**

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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.