



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:

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

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: October 17, 2019