



Provincial Job Description

TITLE:
(104) Head Laundry Services Worker

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for staff supervision and maintaining laundry/linen supplies and services to all departments and facilities. Provides laundry-related services to clients/patients/residents and staff.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Organizational and leadership skills
- ◆ Communications and interpersonal skills
- ◆ Basic sewing skills

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in an institutional laundry environment to consolidate knowledge/skills.

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Supervises, 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 Services with other departments and facilities.

B. 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.

C. 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.

D. 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 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, mangers).
- ◆ 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, where required by the job.
- ◆ Secures laundry area (unlocks/locks doors), where required 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: June 26, 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.