



# Zandex Health Care

## POSITION DESCRIPTION – LAUNDRY AIDE

JOB TITLE: LAUNDRY AIDE

DEPARTMENT: LAUNDRY

JOB DESCRIPTION SUMMARY:

REPORTING RELATIONSHIPS:

REQUIREMENTS:

Education: High School Diploma or GED equivalent

Skills, Knowledge, and Abilities: Must be 18 years of age and be of good moral character. Must be able to follow oral and written instructions. Must be in good physical and mental condition. Willing to perform heavy lifting and tedious chores. Must be willing to cooperate with other employees and department heads.

PHYSICAL:

Body Positions: Sitting, standing, squatting and stooping

Body Movements: Walking, lifting, carrying, pulling, pushing, bending and reaching is required in the accomplishment of tasks.  
Ability to lift 50 lbs.

Body Senses: Use of vision and hearing in communicating

MENTAL:

Language: Ability to communicate in English, both in writing and verbally.

Working Conditions: Non-smoking environment.

ESSENTIAL FUNCTIONS:

Responsibilities:

1. Sorting, washing, drying, folding, stacking, and transporting of laundry and linen.
2. Operating washers and dryers as required.
3. Restocking any supplies that each shift uses.
4. Follow established policies and procedures of laundry department.
5. Maintain the laundry department in a clean, safe and sanitary manner at all times.
6. Follow duty and work assignments.
7. Washing, soaking and drying laundry and linens.
8. Scrub-soak and clean dirties.
9. Follows safety rules and regulations of the facility.
10. Attends In-Service training education classes.
11. Notifies laundry supervisor when in need of supplies.



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12. Admission and discharge resident inventory forms.
13. Keeping linen closets straightened and stocked.
14. Sanitize tubs and barrels.
15. Restocking of supplies used.
16. Keeping dryer lint screen cleaned.
17. Take out trash in laundry area.
18. See schedule book for each shifts responsibilities.

#### Planning and Time Utilization:

1. Makes best use of time.
2. Consistently shows the ability to recognize and deal with priorities.

#### Initiative:

1. Performs all duties in an independent manner.
2. Recognizes and performs duties which need to be performed although not directly assigned – assists others as needed.

#### Attendance and Reliability:

1. Does not abuse or take advantage of time off.
2. Always provides proper notice in advance of absence.
3. Reports to work on time each day and after lunch or breaks.

#### Other:

1. Maintains work area in a neat and orderly manner.
2. Maintains a well-groomed, professional appearance.