



JOB DESCRIPTION

Laundry

Position Title: Laundry Worker
Department: Environmental Services
Exempt Status: Non-Exempt
Supervisor: Director of Environmental Services

GENERAL SUMMARY:

The Laundry Worker is responsible for carrying out the normal activities of the laundry, including washing, folding, sorting, etc. of clothing and linens.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Collects, cleans and redistributes the Community laundry.
2. Ensures that all Health Center and Assisted Living laundry is properly sorted, washed and dried according to State and Federal regulations.
3. Ensures that all Independent Living laundry is sorted, washed and dried and delivered within LCS quality standards.
4. Ensures that the laundry is maintained in a clean, orderly and sanitary condition.
5. Change and prime all chemicals for the washers,

Other Duties:

1. Maintains all equipment and supplies in proper condition.
2. Accomplishes all work in the order of priority set by the director.
3. Attends in-service training and education sessions, as assigned.
4. Performs specific work duties and responsibilities as assigned by director.

HOSPITALITY FOCUS:

Westminster Village Inc. fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"



in high levels of professionalism, both in conduct and appearance, at all times.

10. We pay attention to details.

WELLNESS FOCUS:

Westminster Village Inc. employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

QUALIFICATIONS:

1. Ability to understand and follow instructions in English and communicate effectively.
2. Commercial laundry experience is desirable, but not required.
3. Ability to process 50-100 pounds of laundry at a time.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Moderate to heavy physical effort 80% of the work day including repetitive folding movements, and strenuous pulling movements. Must be able to lift and carry up to 30 lbs. independently. Must be able to push and/or pull wheeled carts and equipment weighing up to 100 lbs. over tiled and carpeted surfaces over long distances. Must be able to stand, walk, bend, reach, and stoop 90% of the work day. May be exposed to communicable diseases from contaminated linens including influenza, HIV and Hepatitis. May be exposed to unpleasant odors, high heat levels, and laundry and cleaning chemicals.

Moderate to heavy physical effort 80% of the time.