

Valley View Retirement Community – Job Description

Job title: Laundry Worker
Department: Laundry
Reports to: Housekeeping/Laundry Supervisor

FLSA status: Nonexempt
Classification: Service Worker
Supervises: N/A

Position Summary:

The primary purpose of your job is to perform the day-to-day activities of the Laundry Department to assure that our facility is maintained in a clean, safe, and sanitary manner, and that an adequate supply of linen is on hand at all times to meet the needs of the residents.

Qualifications required:

- Must possess, as a minimum, a high school education or its equivalent
- Must adhere to and promote the mission and values of Valley View Retirement Community.
- Must be able to function independently, make proficient use of time in a day to assure work is being completed
- Must be able to read, write, speak, and understand the English language with good communication skills

Essential functions and responsibilities:

- Performs day-to-day laundry functions, specific tasks, in accordance with established laundry procedures
- Collect, sort, and weigh soiled laundry, linen, garments and place in appropriate containers, separate those items that require special stain removal/treatment and place in assigned areas in accordance with established procedures.
- Press/iron garments as needed
- Fold, stack, hang and distribute clean laundry, linen, garments, etc. to residents daily as needed
- During emergency conditions, assure that clean laundry, linen, garments are distributed to designated areas as instructed
- Clean floors by sweeping, dusting, damp/wet mopping and place wet floor signs in place
- Keep walls, ceilings and equipment clean by washing, wiping, dusting, disinfecting, deodorizing using proper cleaning solutions
- Discard waste/trash into proper containers and replace plastic liner
- Participates in the weekend and holiday rotation, works beyond normal working hours when necessary
- Agree not to disclose assigned user ID codes and passwords, resident protected health information, and report any suspected unauthorized attempts to access facility information systems.
- Adheres to the organization’s policies and procedures, code of conduct, compliance program, attends department meetings and annual in servicing/education required by federal and state regulations.
- Performs other related duties as assigned by your Supervisor

Physical demands and work environment:

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- *Physical demands:* Must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; push, pull move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet; push, pull, move, and/or carry such weight a minimum distance of 50 feet. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- *Work environment:* Subject to frequent interruptions; hostile and emotionally upset residents, family members, personnel, and visitors; injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants; exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses; the handling of and exposure to hazardous chemicals.

Approval/revision date: March 21, 2018, 3/23/2020

General sign-off: The employee is expected to adhere to all company policies while employed.
I have read and understand the contents of this job description.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____