

Spec. Code: 4249  
Occ. Area: 09  
Work Area: 053  
Prom Line: none  
Prob. Period: 6 mo.  
Effective Date: 00/00/21

## LAUNDRY WORKER

### Function of Job

Employees in this position perform basic repetitive laundry tasks in an institutional laundry facility.

### Characteristic Duties and Responsibilities

A Laundry Worker typically –

1. collects, unloads, and sorts soiled laundry according to the kind, color, dirt, fabric content to be laundered or cleaning technique. Applies bleach, stain or spot removal as necessary;
2. operates washing machines including measuring and adding washing compounds;
3. operates dryers by setting time and temperature. Cleans lint traps and filters;
4. manually or automatically folds and stacks linen, sheets, blankets, towels, aprons etc.;
5. may operate automatic sheet spreading equipment;
6. sorts and straightens clean, damp linen by finishing and pressing by iron or pressing machine;
7. recognizes and reports malfunctioning equipment to appropriate persons as necessary;
8. inspects laundry for defects and quality, determining usable and non-usable items as well as items to be reprocessed;
9. mends by hand stitching, attaching patches or marking linen as necessary;
10. keeps a record of linen on hand and notifies administrator when there is a need to order;
11. responsible for maintaining and cleaning the area(s) including washing and disinfecting laundry bins/carts;
12. performs other related duties as assigned.

Minimum Acceptable Qualifications

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of laundry equipment and materials.
2. General knowledge of fabric.
3. Ability to read, understand and follow oral and written instructions.
4. Ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Ability to write legibly.
6. Ability to measure, weigh, and read scales.
7. Ability to maintain records.
8. Ability to learn university and departmental policies, procedures, rules, and regulations.