



POSITION TITLE:	LAUNDRY WORKER	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Environmental Services Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Laundry Worker R5	CLASS CODE	R6
SUPERVISOR'S TITLE:	Laundry Supervisor	POSITION NUMBER	00044625
SUPERVISOR'S CLASSIFICATION:	Laundry Worker R9	PHONE NUMBER:	

PURPOSE OF POSITION

Under supervision, carries out tasks related to the laundering of soiled staff uniforms, linen, and residents' clothing and incontinent supplies, and to the distribution of clean items to the departments and lodges.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- 1. Processes clean staff uniforms, linen, and residents' clothing and incontinent supplies by:**
 - removing articles from washing machines;
 - loading dryers and setting the appropriate dry cycle;
 - removing from dryer and sorting, folding, and placing on shelves, or hanging on racks in the case of personal clothing and uniforms;
 - delivering clean clothing racks to the lodges;
 - delivering supplies of clean linen and incontinent supplies to the lodges, in accordance with established quotas for each area;
 - delivering staff uniforms to the appropriate areas.

- 2. Processes soiled staff uniforms, linen, and residents' clothing and incontinent supplies by:**
 - collecting bags of soiled laundry from resident living areas and other areas of the facility;
 - weighing bags and recording in the appropriate records;
 - sorting laundry into the appropriate wash categories;
 - return heavily soiled incontinent supplies and linen to lodges for proper cleaning prior to laundering;
 - checking personal clothing for any necessary repairs, to ensure that pockets are empty, and to separate drycleaning items or other special requirement articles;
 - loading washing machines and setting the appropriate wash cycle;
 - placing drycleaning in bin provided ready for Sewing Machine Operator to send to commercial drycleaners;
 - replacing chemical supply containers on the washing machines when necessary.

- 3. Carries out other related duties as required such as:**
 - assisting in maintaining the work area in a clean, safe, and tidy condition;
 - reporting to the supervisor defective or damaged furniture and equipment, and any safety hazards;

- 4. Labels residents' personal clothing by:**
 - Affixing name labels to resident's clothing, using a label heat machine, upon their admission to the Lodge and as new articles are acquired;
 - Maintaining related records to new TLAB staff.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
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ORGANIZATION CHART

SELECTION CRITERIA

Completion of Grade10; preferably some related work experience and knowledge of laundry equipment and procedures; ability to meet the physical requirements of the job including heavy lifting and prolonged standing and walking; ability to interact effectively with co-workers, other staff, and elderly residents; ability to work under pressure of production deadlines.