**Job Description: Laundry Attendant**

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1. **PURPOSE/OBJECTIVE**:

This position is responsible for all aspects of laundry.

**2.0 JOB SUMMARY:**

The **Laundry Attendant** gathers, sorts, processes, repairs, presses, stacks and/or stores linens and garments. The work includes the transportation of clean and soiled linen and the use of washing and drying equipment while adhering to [Organization’s Name] policies, process, safe work practices and procedures.

**3.0. FUNCTION:**

Facilitate laundry responsibilities as part of a team reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/regulations/applicable standards].

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* Grade 12 or High School Completion equivalent

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Experience working with seniors in the community health services setting.
* Ability to read, write and communicate in English
* Ability to perform physical tasks that are necessary for the position:
	+ Stand for long periods of time through shift
	+ Heavy lifting
	+ Bending
* Communication and teamwork skills
* Organizational and time management skills
* Ability to effectively work independently and within a team
* Current Basic Cardiac Life Support.
* First Aid Certification.

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 50 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 100 lbs
	+ Standing for prolonged period of time
	+ Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Assist in the collection and sorting of soiled personal clothing and linens and pre- treat stains as required.
* Load and unload washers and dryers ensuring that proper settings are used.
* Monitor and replace chemical supplies when required.
* Folds, sort, separate, and stack linens and personal clothing as required.
* Operate machines such as washing and drying equipment, flatwork ironers, presses, and sewing machines.
* Complete any required repairs to personal clothing and linens, e.g. tears, buttons.
* Deliver linens and personal clothing to appropriate and designated areas.
* Keep records and report operation or maintenance issues and/or concerns to [identify role for your organization].
* Assist in the maintenance of supply/equipment inventory, including regular inventory checks.
* Perform inspections as required.
* Maintain clean and orderly laundry area.
* Remove waste materials and garbage daily or as needed.
* Record and keep activity log.
* Maintain confidentiality of [patient/resident/client] information.
* Relay [patient/resident/client/family] concerns to supervisor [identify role in your organization]
* Report changes in [patient/resident/client] behaviour and/or condition to[identify role for your organization].
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

**List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Mentor team members to fulfill Occupational Health and Safety standards and values.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Aware of emergency response responsibilities and respond to such emergencies appropriately for role.
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain and promote a safe working environment at all times.
* Refrain from or participate in workplace harassment and/or violence

**9.0** **OCCUPATIONAL JOB HAZARDS**

**List the occupational job hazards (ensure that high hazards are included) for this role such as:**

* Frequent manual handling requires moderate to heavy lifting, pushing or pulling and other handing manoeuvres which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains such as:
	+ Lifting laundry
	+ Carrying stacks of Laundry
	+ Moving equipment
	+ Handling containers of soaps etc.
	+ Unloading deliveries
	+ Reaching for items on shelves
* Transporting of carts and dollies can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Regular standing and walking for lengths of time can increase forces on muscles and tendons contributing to fatigue.
* Floor contamination such as spillages of water and wet floors from cleaning can result is slips.
* Obstructions in walkways, including cables, boxes, crates, bins, cleaning, equipment can result in trips.
* Working with [patients/residents/client] and their laundry results in exposure to bacteria, fungi, viruses, bodily fluid, and/or noxious agents increasing risk of acquiring illness and/or infection
* Working in a laundry facility may result in exposure to loud noise levels, heat and humidity which can contribute to physical fatigue.
* Exposure to chemicals and airborne particles, which could result in skin reactions or respiratory illness.
* Exposure electrical equipment, cords, and outlets can increase exposure to burns and electrical shock.
* Obstruction in the walkways and/or rooms including debris, cords, and binds can result in trips.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

**List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:**

* General Orientation
* WHIMIS
* [Organization’s Name] Laundry Attendant orientation program; including # of supervised shifts
* Site Specific training