

	Berks County Home-Berks Heim			
	TITLE: LAUNDRY OPERATOR			# 2501-25
	<input type="checkbox"/> POLICY	PREPARER DIRECTOR OF LAUNDRY	EFFECTIVE: 12-1983 REVISION 12-2006 REVIEWED	WAGE: NON-EXEMPT
	<input type="checkbox"/> PROCEDURE			CLASSIFICATION: UFCW
<input checked="" type="checkbox"/> JOB DESCRIPTION	A/R		# OF PAGES: 1	
<input type="checkbox"/> OTHER				
DISTRIBUTION: ADMINISTRATION, LAUNDRY, HUMAN RESOURCES, STAFF DEVELOPMENT				

JOB TITLE:

Laundry Operator

POSITION SUMMARY:

Performs laundry work under minimal supervision; does related work as required.

POSITION RESPONSIBILITIES:

ESSENTIAL FUNCTIONS -

Operates all laundry machinery which includes washers, dryers, scale, and on occasion county vehicles.

Responsible for counting and properly distributing linen for delivery.

Delivery of personal clothing to the residents' rooms. Responsible for hanging the garments in closets and placing bagged items in drawers.

Performs related laundry tasks as required.

May be required to maintain laundry facility records.

MINIMUM EDUCATION AND EXPERIENCE:

Experience in laundry work and operation of laundry equipment preferred.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Must be 18 years of age with some knowledge of laundry operations. Ability to keep records and follow oral and written direction. Possession of a valid PA driver's license is required to operate county vehicles. Computer experience is helpful.

PHYSICAL DEMANDS:

Good physical condition due to the demanding aspects of the job. Must be able to lift 40 pounds and push and pull carts.

WORKING ENVIRONMENT:

Must be able to tolerate extreme heat due to the laundry equipment.

REPORTS TO:

DEPARTMENT HEAD

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.