



## County of Berks POSITION DESCRIPTION FORM

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**Position Title:** Laundry Operator

**Department:** Berks Heim      **Reports To:** Director of Laundry  
(Title)

**Effective Date:** 12/1983      **Revision Date:** 08/2019

**Wage Category:**     **Exempt**                       **Non-Exempt**

**EEO-1**                                      **Union**  
**Category:**                                      **Classification:** UFCW

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### **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 at least 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 presence at the job is required.

### **PHYSICAL DEMANDS:**

- Good physical condition due to the demanding aspects of the job.
- Must be able to lift 50 pounds and push and pull carts.

**WORKING ENVIRONMENT:**

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

*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.*