



County of Berks POSITION DESCRIPTION FORM

Position Title:	Laundry Operator		
Department:	Berks Heim	Reports To: (Title)	Director of Laundry
Effective Date:	December 1993	Revision Dates:	August 2019 June 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Service	Union Classification:	UFCW

POSITION SUMMARY:

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

POSITION RESPONSIBILITIES:

ESSENTIAL FUNCTIONS

1. Operates all laundry machinery which includes washers, dryers, scale, and on occasion County vehicles.
2. Responsible for counting and properly distributing linen for delivery.
3. Delivery of personal clothing to the residents' rooms. Responsible for hanging the garments in closets and placing bagged items in drawers.
4. Performs related laundry tasks as required.
5. 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.
- Ability to handle stress.
- Physical presence at the facility 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.