



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Laundry Worker</b>		
<b>Department:</b>	Berks Heim	<b>Reports To: (Title)</b>	<b>Director of Laundry</b>
<b>Effective Date:</b>	May 8, 2019	<b>Revision Dates:</b>	October 7, 2019 June 25, 2020
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Service	<b>Union Classification:</b>	UFCW

### POSITION SUMMARY:

Performs laundry work under; does related assigned laundry tasks as required.

### POSITION RESPONSIBILITIES:

#### *Essential functions*

1. Folds and counts all finished products.
2. Sorts, folds and labels personal clothing.
3. Delivery of personal clothing to the residents' rooms. Responsible for hanging the garments in closets and placing bagged items in drawers.
4. Maintains linen supply in linen closets and carts.
5. Keeps laundry room and equipment in a clean and orderly condition
6. Hanger reclaims.
7. Does related laundry tasks.
8. Distributes and collects forms from linen rooms.

### MINIMUM EDUCATION AND EXPERIENCE

Experience in laundry work and operation of laundry equipment preferred however on the job training is provided.

### 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.
- Ability to handle stress.
- Physical presence in 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.
- Walking, 100 % of the time except during breaks.
- Standing, 100 % of the time except during breaks.
- Bending, 100% of the time except during breaks.

**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.*