

## POSITION DESCRIPTION

**POSITION TITLE:** Laundry/Housekeeping Aide

**DEPARTMENT:** Laundry/Housekeeping

**REPORTS TO:** Laundry/Housekeeping Supervisor

### POSITION PURPOSE:

Responsible for cleaning and servicing assigned areas. Ability to perform routine, repetitive tasks on a continuous basis as assigned by the Housekeeping Director or Linen Aide.

### ESSENTIAL FUNCTIONS OF POSITION:

- Sorts items to be laundered.
- Loads articles into washer and engages washing machine.
- Starts machine that automatically washes and rinses articles.
- Lifts clean, wet articles from washer and places them into laundry carts, then into dryers.
- Starts dryers for measured time cycles.
- Folds and sorts dried articles by Resident name, ID number or Room Number.
- Places Resident clothing on clothes hangers.
- Folds and places items in appropriate storage bin or sorter. Delivers clean clothing to Residents' rooms.
- Sorts and counts articles to verify quantities of linens, towels, washcloths, clothing protectors, etc.
- Soaks contaminated articles in neutralizer solution to precondition articles for washing.

### EDUCATION/REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Necessary accommodations will be provided in compliance with the Americans with Disabilities Act and state or local law.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

I acknowledge I have received and reviewed this position description:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_