

## POSITION DESCRIPTION

Laundry Assistant

**Position** ..... Laundry Assistant  
**Department/Site** ..... Kinesiology & Athletics  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Dean of Kinesiology & Athletics  
**Salary Range** ..... 10

### **Summary**

Schedules and performs laundry processing and distribution tasks. The Laundry Assistant is a service-level position that supports physical education, cosmetology, sciences, athletics, and other areas where uniforms, towels, and other apparatus are used.

### **Essential Duties and Responsibilities**

- Operates general duty, commercial laundry production equipment. Weighs and loads laundry into washing machines and tumblers, and applies appropriate levels of detergents or other cleaning agents.
- Collects and prepares soiled and damaged laundry from department locations and athletic/PE facilities. Checks processed laundry requests and delivers products to departments or storage areas.
- Verifies laundry lists, checks and counts items, and arranges production to meet the level of volume.
- Inspects, patches, counts, marks, sorts, folds, and bundles processed laundry.
- Performs flat-work processing, rough-dry processing, and pressing as needed.
- Recommends work improvement methods as needed.
- May coordinate and oversee student help engaged in laundry processing activities, to meet user requirements and production standards.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **- Knowledge and Skills**

- Requires basic knowledge of laundry processing, including the operating characteristics of commercial washers, tumblers, steam pressers, folders.
- Requires basic knowledge of detergents and other cleaning agents used in washing, stain removal, and sanitizing.
- Requires working knowledge of techniques used to patch and repair uniforms and linens.
- Requires working knowledge of safe work methods.
- Requires sufficient arithmetic skills to measure weights, percentages, and count and total items. Requires sufficient writing skills to document work activity.
- Requires sufficient human relations skill to work cooperative with staff and students.

#### **- Abilities**

- Requires the ability to carry out the objectives of the position.
- Requires the ability to operate the laundry equipment used by the District.
- Requires the ability to establish pick-up and delivery schedules, and to process laundry to meet deadlines and quality requirements.
- Requires the ability to mend and make repairs to laundry items.

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#### **Physical Abilities**

- Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor.
- Requires near visual acuity to write, to read directions and product labels, and to observe machines.
- Requires sufficient hearing and speech for ordinary communication and to hear sound prompts from equipment.
- Requires manual and finger dexterity to write, operate machines, and make sewing repairs.
- Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to move laundry in and out of washers and baskets.
- Requires the ability to stand and walk for extended periods of time.

#### **Education and Experience**

- A high school diploma, or the equivalent; or, in the absence of a high school diploma, or the equivalent, one year of custodial or commercial laundry experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials, and disagreeable working conditions.