

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## LAUNDRY WORKER 1

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### DEFINITION

Performs manual and machine operating tasks involving sorting, washing, drying, pressing, and delivering clothing and linens; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Operates washing machine using proper washing formulas; loads soiled laundry into the machine, sets dials so wash cycle is appropriate for type of load being washed and unloads clean laundry.

Operates dryer and extractor; loads clean, wet laundry into the machine, sets dials so the laundry is dried or damp-dried appropriately and unloads the machine.

Operates flat-ironer and towel folding machine; feeds clean laundry into machines and stacks folded laundry on table or cart.

Operates fast-finisher and shirt-folding machine; places garments in the machine properly and removes them when folded and/or pressed.

Sorts laundry into appropriate piles based on the type (linens, mops, personal clothing), color (whites or colors) of laundry, weight of fabric content (polyester, cotton, etc.) and how soiled the laundry is, and selects the proper formula and cycles used in washing and drying.

Sorts clean laundry into appropriate baskets or racks; counts linens needed for each area and puts on cart; notes name tags on clothing and puts on correct rack.

Performs minor maintenance on all machines; cleans, oils and greases machines and reports major mechanical problems to supervisor.

Weighs laundry on a scale before washing and drying; picks up soiled laundry and delivers clean laundry to various areas within the institution using delivery van or delivery carts.

Checks all laundry before or after it is washed; examines articles for tears, holes, missing buttons, etc., and if necessary gives to Sewing Room Attendant; marks residents' clothing with name tapes.

Sweeps and mops the floors in laundry area and cleans sorting tables with disinfectant.

Instructs clients enrolled in training programs by following individual program plans and documenting activities as assigned.

### COMPETENCIES REQUIRED

Knowledge of the operation of various commercial laundry equipment such as washer, dryer, extractor, flat-ironer, fast-finisher and folding machines.

Knowledge of basic arithmetic including counting, addition and subtraction.

Knowledge of basic laundry techniques such as sorting and weighing.

Knowledge of basic machine maintenance such as oiling, greasing and cleaning.

Ability to operate various commercial laundry machines such as washer, dryer, extractor, flat-ironer, fast-finisher and folding machines in order to wash, dry and fold laundry.

Ability to count, add and subtract.

Ability to lift and carry containers of soiled, wet or folded laundry in order to move the laundry to various places within the laundry area.

Ability to follow oral and written instructions.

Ability to perform the work as demonstrated by successful performance through the probationary period.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

No specific education or experience is required.

Effective Date: 10/12 BR