

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LAUNDRY WORKER 2

DEFINITION

Performs laundry operations tasks and coordinates an area of the laundry operation by leading other workers and residents in tasks involving sorting, washing, drying or finishing linens and clothing or operates more complicated specialized laundry equipment; 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

Assists supervisor by performing such duties as instructing employees and residents about tasks, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotions and reassignments.

Washes institutional linens and residents' clothing using proper washing formula by placing soiled laundry in washing machine, setting appropriate dials and unloading the machine when wash cycle is completed.

Dries or spin-dries clean laundry by placing wet laundry in dryer or extractor, setting appropriate dials and unloading machine when laundry is dried or damp-dried.

Participates in the operation of the flat-ironer and towel folding machine by feeding clean towels, sheets, pillow cases and bedspreads into the machines and placing them on table or cart as they come out so that linens are pressed and/or folded.

Participates in the operation of the fast-finisher and shirt-folding machine by loading residents' clothing such as dresses, slacks, shirts and blouses into the machines and removing them when pressed or folded so that residents' garments appear neat.

Operates console which controls automated washer, extractor and tumbler (card-o-matic system) by inserting plastic card appropriate for washload into console and monitoring the console for problems; ensures the entire operation functions smoothly.

Maintains statistical information related to the laundry operation by recording such things as the weight of the loads of laundry, number and type of loads washed per day, number of hours worked by employees and residents and related information in order to provide data to the supervisor for preparation of statistical reports.

Sorts soiled laundry into appropriate piles based on the type (linens, mops, personal clothing) and color (whites or colors) of laundry, weight of fabric content (polyester, cotton, etc.) and how soiled the laundry is in order to ensure laundry is washed and dried appropriately.

Counts and sorts clean laundry into appropriate baskets or racks in order to fill linen requisitions and return residents' clothing.

Performs minor maintenance on all machines by cleaning, oiling and greasing them and reporting major mechanical problems to the supervisor so that machines operate properly.

Uses a scale to weigh loads of laundry to ensure load is the correct weight for the machine used.

Examines soiled laundry for holes, tears, missing buttons, etc., in order to determine if article needs to be replaced or repaired and if so, gives to Sewing Room Attendant.

Participates in the cleaning of the laundry in order to maintain safe and sanitary conditions by sweeping and mopping the floors and sorting tables with disinfectant.

Instructs clients enrolled in training programs by following individual 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, folding machines and automated console.

Knowledge of basic mathematics including addition, subtraction, multiplication and division.

Knowledge of institutional laundry record-keeping procedures for the institution to which assigned.

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, folding machines and automated console system in order to wash, dry and fold laundry.

Ability to add, subtract multiply and divide.

Ability to oversee the work of employees and residents assigned to the laundry.

Ability to record statistical information relating to the laundry operation such as the weight of the loads, number of loads, and hours worked by employees and residents.

Ability to follow oral and written instructions.

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.

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

Experience equal to one year of full-time varied work in a commercial or institutional laundry;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as a Laundry Worker 1.

Effective Date: 10/12 BR