

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 578-110-2194-002	Date:
Class: Laundry Worker	Name:
Under the supervision of the Hospital General Services Administrator II (HGSA), the incumbent will perform the task of receiving, sorting, cleaning and delivering linen/laundry. Clean linen will be stored, inventoried, and monitored in Clean Linen Rooms in the facility. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Pick up soiled laundry, sort and prepare laundry for transportation to laundry cleaning facility. Receive and sort resident laundry. Label resident personal clothing. Sort, launder, fold and place clean personal clothing into clean linen carts for delivery to residents. Distribute clean linens to all areas of the facility as needed.
35%	Operate washers, dryers and clothing label machine. Inventory and store state linen in Clean Linen Rooms.
15%	Perform routine day-to-day housekeeping tasks required to maintain a safe and clean work area. Report all safety, sanitation, Occupational Safety and Health Administration (OSHA), California Code of Federal Regulations (CFR) Title 22, and California Code of Federal Regulations (CFR) Title 8 deficiencies. Assist other laundry personnel with the operation and maintenance of the facility laundry room.
5%	Fill and deliver special requests for linens. Search for missing personal clothing items.
5%	Assist in the training of custodians or light duty employees assigned to laundry assistance or linen distribution.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
Attendance Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Ability to read laundry chemical labels, in-service and training materials.					X
HEARING: Communicate with supervisor, residents, and staff; provide verbal information, answer telephone.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone.					X
WALKING: Within the home to various units.					X
SITTING: Work station, meetings and training.			X		
STANDING: Wash and fold laundry, push carts, deliver laundry.					X
BALANCING:					X
CONCENTRATING: To perform laundry duties.					X
COMPREHENSION: Read and understand chemical labels used in laundry; policies, rules and regulations; instructions from supervisor, training materials.					X
WORKING INDEPENDENTLY: Ability to work with minimal guidance or interaction from other staff.					X
LIFTING UP TO 10 LBS:				X	
LIFTING 10-25 LBS:			X		
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.			X		
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transporting clothing, linens, etc.			X		
CLIMBING:		X			
BENDING AT WAIST: Pick up laundry bags, clean and maintain work area and equipment.			X		
KNEELING: Pick up laundry.		X			X
PUSHING OR PULLING: Laundry carts.			X		
HANDLING: Clean and soiled linen; laundry equipment, cleaning equipment.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Various laundry and cleaning equipment.				X	
WORKING INDOORS: Laundry areas.				X	
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Storage room, linen room, residents closets, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____