

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: LAUNDRY WORKER

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Performs skilled work in washing operations in a state hospital laundry; to maintain and make minor adjustments and repairs to laundry machinery and equipment; to supervise, instruct, and work with employees and helpers from the patient population; may instruct, lead or supervise patients; and to do other work as required.

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|-----|--|
| 50% | Sorts, distributes, and completes requisitions of requested clothing and linen by unit designation. |
| 20% | Receives, weighs and maintains records of soiled and clean laundry. |
| 10% | Supervises patient workers and assists in performing general housekeeping functions to maintain work area in acceptable condition. |
| 10% | Receives linens and clothing supplies delivered from the Main Warehouse. Counts and confirms order, and labels supplies prior to shelving. |
| 10% | Other related duties as assigned by the Clothing Center Manager. |

% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

A Laundry Worker functions under the direction of the Clothing Center Manager.

3. SUPERVISION EXERCISED

A Laundry Worker does not exercise supervision, may lead and/or instruct patient workers.

4. KNOWLEDGE AND ABILITIES

Revised 05/23/2016

* **Bolded duties have been identified as Essential Functions.**

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KNOWLEDGE OF:

Principles, procedures and equipment used in washroom operations in a laundry; general laundry practices and methods; use of chemicals in spot and stain removal; safety and sanitation measures used in the operation, cleaning, and care of laundry equipment and work areas; preparation and use of disinfectant compounds; principles of effective supervision.

SKILL IN:

Operating washers, extractors, tumblers, sterilizers, and other equipment.

ABILITY TO:

Distinguish woolen, cotton, rayon, and silk articles and fugitive colors; maintain and make minor repairs and adjustments on laundry equipment; prepare soap, starch, bluing, bleaching, and other solutions; instruct and work with employees and helpers from the patient/resident population; analyze situations accurately and adopt an effective course of action; keep records and prepare reports; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;

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- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date