

Laundry Services Worker

Name: _____ **Date of Hire:** _____
Department Assigned: _____ **Supervisor:** _____
Shift Assigned: _____ **Duty Hours:** _____

Purpose

The primary purpose of Laundry Services is to ensure that ECOJC residents' cloths are clean and available to them when needed. To further perform the day-to-day activities of the Laundry Department in accordance with current federal, state, and local standards, guidelines, and regulations governing Evergreen Living Innovations, Inc.(ELI Inc.), and Evergreen Community of Johnson County (ECOJC), and as may be directed by the Director of Environmental Services, to assure that ECOJC is maintained in a clean, safe, and sanitary manner, and that an adequate supply of linen is on hand at all times to meet the needs of the individuals residing at ECOJC.

Duties and Responsibilities

Administrative Functions

- Ensure that work/cleaning schedules are followed as closely as practical.
- Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.
- Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Report any known or suspected unauthorized attempt to access facility's information system.

Personnel Functions

- Attend departmental and staff meetings as directed or called.
- File complaints/grievances with your supervisor.
- Report known or suspected incidents of fraud to the Administrator.

Staff Development

- Participate and assist in department studies and projects as directed.
- Attend and participate in ELI Inc. in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, etc.).

Safety and Sanitation

- Follow all established safety policies and procedures.
- Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving heavy objects.
- Ensure that assigned work areas are maintained in a clean, safe, and sanitary manner.
- Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
- Follow proper techniques when mixing chemicals, disinfectants, and solutions used in the work area. Refer to material safety data sheets (MSDSs) when necessary.
- Follow established policies governing the use of labels and MSDSs.
- Report all hazardous conditions or equipment to your supervisor and or the administration immediately

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- Ensure that established infection control and universal precautions practices are maintained when performing laundry procedures.
- Participate in an in-service training program prior to performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals.
- Use appropriate personal protective equipment and supplies when handling infectious materials.
- Discard sharps into designated containers, notify supervisor when and if sharps are finding their way into the laundry.
- Follow established hand washing procedures.
- Dispose of refuse daily in accordance with ELI Inc. established sanitation procedures.
- Other(s) that may become necessary/appropriate to assure that our laundry department is maintained in a clean, safe, and sanitary manner.

Equipment and Supply Functions

- Ensure that an adequate supply of laundry/linen supplies is maintained in laundry/linen closets to meet the daily needs of the residents.
- Keep supervisor informed of supply needs.
- Report all equipment malfunctions or breakdowns to your supervisor as soon as practical.

Laundry Services

- Perform day-to-day laundry functions as assigned, to include sorting laundry, loading and unloading washing machine and dryers, sort and deliver cloths.
- Checks and sorts soiled laundry placing in soiled machines only.
- Follows established procedures for laundry cleaning sequence and dispersal back to individuals' homes within ECOJC.
- Ensure daily homemaker supplies are ready for pickup prior to meals being served.
- Sort and wash clothes and linens according to color and degree of soiling, according to established procedures.
- Perform specific tasks in accordance with daily work assignments.
- Perform assigned tasks in accordance with established laundry procedures.
- Collect, sort, and weigh soiled laundry, linen, garments, etc., and place in appropriate containers or assigned areas.
- Sort soiled laundry, linen, garments, etc., and separate those items that require special stain removal/treatment.
- Store items in proper place for easy access by others.
- Fold, stack, hang, and distribute clean laundry, linen, garments, etc., to individuals living at ECOJC daily and/or as instructed.
- Properly store individuals' clothing/linen in rooms according to ECOJC policies and procedures.
- Bring unmarked items to the attention of neighborhood coaches.
- During emergency conditions, assure that clean laundry, linen, garments, etc., are distributed to designated areas as instructed.
- Clean floors, including sweeping, dusting, and damp/wet mopping. (Note: Assure that appropriate caution/safety signs are properly set up prior to performing such duties.)
- Keep walls and ceilings clean by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.
- Remove dirt dust, grease, film, etc., from equipment or floor surfaces, using proper cleaning/disinfecting solutions.
- Discard waste/trash into proper containers and reline trash receptacle with plastic liner.
- Coordinate with linen services for the cleaning of sheets as required and as necessary to ensure uninterrupted service.
- Other duties as assigned by supervisor and or as needed to ensure the residents have clean clothing and linens for daily living.

Resident Rights

- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Knock before entering a resident's room.

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- Honor the residents' personal and property rights.
- Report complaints of missing property to your supervisor.
- Every person who works at ECOJC is required to report reasonable suspicion of a crime committed against a resident, or any other person receiving care at the facility. The report must be made to KDOA (Kansas Department on Aging) and the Olathe Police Department.

Miscellaneous

- Turn in all found articles to your supervisor.
- Other duties as directed and or needed.

Qualifications

Education

- Must possess, as a minimum, of high school degree or its equivalent.

Specific Requirements

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must possess knowledge of the operation and maintenance of machinery and equipment in an institutional laundry, including washers, extractors, dryers, or other equipment.
- Knowledge of the materials, methods, and practices used in cleaning operations.
- Knowledge of common textiles and their reaction to soaps, bleaches, water temperatures, and machine washing.
- Knowledge of occupational hazards in an institutional laundry and of necessary safety precautions.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of laundry areas, for sanitation, order, and safety.
- Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing laundry practices.
- Must be able to follow written and oral instructions concerning the mixture of cleaning compounds, liquids, cleaning instructions, etc.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with the residents, personnel.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

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- May be necessary to assist in the evacuation of residents during emergency situations.

Working Conditions

- Works in all areas of the facility.
- Moves intermittently during working hours.
- Is subject to frequent interruptions and may need to reschedule laundry activities.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with laundry personnel and other facility personnel.
- Works beyond normal working hours and on weekends and holidays when necessary, as well as in other positions as needed.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- May be required to work on shifts other than the one for which hired.
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Laundry Service Worker** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____ Signature-Employee: _____

Date: _____ Signature-Supervisor: _____