

JOB DESCRIPTION

Benchmark Job #162

Ministry: Tillicum Lodge
Branch: Housekeeping
Location: Victoria

Working Title:
Level:
Classification:

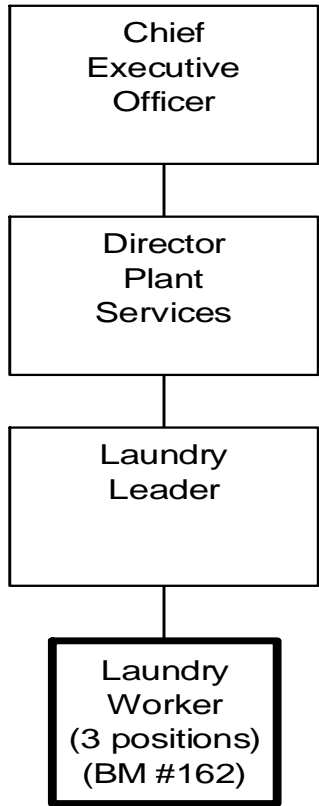
Laundry Worker
Range 6
Laundry Worker

PRIMARY FUNCTION

To clean linen and clothing for residents and ensure that dietary and housekeeping staff are provided with clean uniforms.

JOB DUTIES AND TASKS

1. Provides laundry services to residents and staff
 - a. issues linen to maintain lodge quotas
 - b. delivers clean linen and collects soiled linen at lodges using linen carts and racks
 - c. measures detergents and chemical amounts and fills laundry machines; requests supplies
 - d. operates various commercial and domestic washing and dry cleaning machines to launder clothing and linen
 - e. operates marking machine to label clothing for identification
 - f. sorts, folds and stacks clean laundry
 - g. inspects clothing and linen for damage and required repairs
 - h. refers problems to laundry leader
2. Performs other related duties
 - a. maintains work area in safe and hygienic condition
 - b. monitors equipment performance and reports damaged or defective equipment to supervisor
 - c. maintains and updates control records of linen department
 - d. prepares and issues receipts for work performed
 - e. alters schedule to meet deadlines or as a result of machinery breakdowns
 - f. provides informal orientation to the workplace to new employees
 - g. prepares requisitions for supplies



REASON FOR CLASSIFICATION

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Job Title: Laundry Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know several work tasks and understand instructions to collect, sort, launder, fold and deliver linens and clothing; maintain control records, operate industrial washers and dryers.</p>	A	20
2	<p>MENTAL DEMANDS Judgement to select a known action in completing specific tasks to determine cleaning cycle according to fabric type and degree of soil, measure detergent amounts, check for needed repairs, operate laundry equipment and deliver linen and clothing.</p>	B	40
3	<p>INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to laundry duties with co-workers.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to sort and fold linen, uniforms and clothing and to measure detergents and cleaning solutions in the washing process.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by set routines, makes minor changes in known job tasks to collect, sort, launder, dry clean and deliver clothing and linens to wards and rooms, separate articles for repair and operate industrial washers and dryers.</p>	A	15
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to prepare requisitions for supplies.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update records of linen inventory and machine use.</p>	B	10

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to clean linen and clothing for residents of an institution.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Close sensory concentration to regularly visually sort clothing according to cleaning requirements.	B	6
11	PHYSICAL EFFORT Heavy physical effort to frequently lift and carry moderate weight linen and clothing bags.	E	24
12	SURROUNDINGS Exposure to odours from linen and bedding almost always.	D	9
13	HAZARDS Moderate exposure to hazards from frequently pushing, pulling, lifting and carrying moderate weight linen, clothing bags, linen carts and racks.	C	6

Total Points: 175

Level: Range 6