



STONEHILL

FRANCISCAN SERVICES

LAUNDRY ATTENDANT

MISSION STATEMENT

We, the Stonehill Franciscan Services community, in the spirit of St. Francis, offer quality residential, respite and health services in daily celebration of the dignity of older adults in an environment that respects families, staff and volunteers.

VISION AND VALUES STATEMENT

We envision ourselves as providers of quality services for older adults in partnership with their families and community. As a not-for-profit community, our guiding values include:

Hospitality - we warmly welcome all;

Compassion - we offer empathy, comfort and healing;

Reverence - we hold each person in highest esteem, recognizing that we each possess a share in God's gift of life;

Stewardship - we responsibly manage the resources entrusted to us. We embrace these and all values essential to ethical Catholic healthcare.

JOB SUMMARY AND SPECIFICATIONS

JOB SUMMARY

To wash, dry, fold, sort, and mend clothes and linen; operate related equipment in an institutional laundry. Soiled linens are properly and promptly collected daily. Delivery of all personal and clean linens to residents. Collects rubbish and medical disposables daily and distributes supplies as needed.

MINIMUM QUALIFICATIONS

Education, experience and skills: High school diploma or equivalent and a positive personal work ethic. English language communication and comprehension abilities needed to understand instructions and read labels or interpreter available to assist with communication. Must have manual dexterity and be consistently concerned about cleanliness and neatness. Must enjoy routine work functions and be a well-organized individual. Ability to deal in a pleasant and helpful manner with older adults is very important. Must be able to respect the privacy and confidentiality of any information accessed necessary to perform job requirements.

Physical, mental and environmental requirements: Position requires standing most of the time. Also requires lifting 25 pounds regularly and up to 50 pounds occasionally. Work activities also require reaching, squatting, kneeling, bending, carrying, pushing, pulling, gripping, climbing, and twisting. Good vision required to notice condition of linens and to guide laundry cart properly. Good hearing needed for safety and communication purposes. Requires mental capacity to select proper work procedure from a choice of standard options. Exposure to slippery surfaces is present when floors are wet. Exposure to chemicals from washing compounds and biological hazard risk from linens soiled with body fluids are also present and require the use of personal protective equipment. High

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noise levels are present when working near operating equipment. Work is performed indoors and is free from adverse weather conditions.

MANDATORY CONTINUING EDUCATION

High school diploma or equivalent is desired. Completion of an approved Health Care Academy courses as assigned by Stonehill Franciscan Services

WORK ENVIRONMENT

Position involves exposure to heat, humidity, and noise; exposure to heavily soiled or contaminated laundry; and handling of caustic and acidic products requiring the use of protective equipment. Incumbents must be able to move loads weighing up to 50 lbs. Most work is performed standing; detect problems with the operation of laundry equipment; and stoop, crawl, and crouch under equipment when performing maintenance.

JOB SPECIFIC COMPETENCIES

- Picks up soiled linen in all care areas and delivers to the Laundry. Sorts and weighs dirty linen. Loads washers with dirty linen.
- Delivers clean linen and personal laundry to all care areas.
- Loads empty dryers and folds clean and dried linen. Loads delivery cart for afternoon deliveries.
- Clean lint from dryers as scheduled.
- Load night carts with clean linen and medical disposables;
- Hangs, irons and places clean personal laundry items on folded rack or hanging rack.
- Sewing and mending on occasion.
- Label personal laundry.
- Clean Laundry room, sweeping, disinfecting work tables and handles.
- Rubbish and medical disposables from dirty utility rooms daily on every pick up.
- Assist with training new Laundry Attendants, maintains records and prepares simple reports as needed.
- Request supplies and equipment.

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Employee Job Description Acknowledgement

I have received a copy of the job description for the position I am being offered. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Print Name

Date

Signature

Company Representative

Date

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