

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32621
Job Class Code:	150	Salary Schedule:	AREG
EEO Category:	08	Grade:	07
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	
Job Code Revised:	10/01/92	Effective Date:	

JOB CODE SERIES: Housekeeping Series

JOB CODE TITLE: LAUNDRY WORKER I

HRIS TITLE: LAUNDRY WORKER I

CHARACTERISTICS OF THE CLASS: Works under close supervision while learning, and as independence is gained, under general supervision of a Laundry Manager. Has the authority to complete assignments, following established procedures. Performs a variety of laundry activities including weighing, sorting, folding; operates equipment such as pressers, flatwork ironers, folders and tying machines; counts, inspects and prepares laundered items for delivery; operates noncommercial washers/dryers in some settings. Work product consists of laundry sorted, pressed, folded, prepared for delivery; clean, safe work area. Responsible for quality of own work product; for observing established safety procedures.

EXAMPLES OF DUTIES: Sorts soiled linens and clothing. Operates pressers, ironers; feeds and folds on flatwork ironers. Inspects linen for cleanliness, quality and mending needs. Operates folding machine to fold linens, towels, aprons and other flatwork. Hangs shirts, blouses and feeds through steam tunnel. Receives and unloads laundered items; sorts, folds and stores linens; returns unacceptable items. Counts linens in institution residence hall to confirm and verify numbers used and being prepared for laundering. Stamps/marks new linen. Cleans working area. May operate dryers and extractors. Mends laundered items or sends to sewing area. Maintains production records. Performs related work as required.

WORK CONDITIONS: Considerable standing, walking; exposure to heated surfaces, machinery, high temperatures and humidity; may be required to lift, pull, push heavy loads of wet items; handles soiled clothing and linen.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: policies and procedures established for the work unit; occupational hazards and safety practices in laundry operation; fabrics and their reaction to various soaps, bleaches, water temperature, etc.

Skill in: operating various types of laundry equipment; performing basic housekeeping tasks.

Ability to: learn to do routine institutional laundry work, understand and follow oral and written instructions; perform simple mathematical calculations; establish and maintain work relationships.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.