

Position Title: Laundry Worker

FLSA Status: Non-exempt

Reports to: Laundry Supervisor

Department: Vernon Manor



## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

The position maintains laundry/linen service in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures, and as directed by the laundry supervisor or administrator, to assure that the highest degree of cleanliness and sanitation is maintained at all times.

## II. Essential Duties and Responsibilities

- Reviews and follows laundry schedule/instructions from the laundry supervisor and/or as outlined in our established laundry service policies and procedures.
- Collects, sorts, weighs, and washes soiled laundry, linen, garments, etc. per policy.
- Folds, counts, stacks, hangs, and distributes clean laundry, linen garments, etc., as necessary.
- During emergency conditions, ensures that clean laundry, linen, garments, etc., are distributed to designated areas.
- Reports all incidents/accidents, no matter how minor, to supervisor immediately.
- Reports equipment malfunctions or breakdowns to supervisor as soon as possible.
- Reports all unsafe/hazardous conditions to supervisor immediately.
- During emergency conditions, ensures linen supplies have been replenished in assigned work areas, as necessary.
- Attends in-service educational classes and on-the-job training programs.
- Assures that residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed.
- Keeps work area free of hazardous conditions, such as spills, excess laundry carts, baskets, supplies, equipment, etc., to assure that all established safety rules and regulations are followed and maintained at all times.
- Assures that work/assignment areas are clean, and equipment, supplies, etc., are properly stored before leaving such areas on breaks, end of workday, etc.

Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## Vernon County Position Description

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- Follows and maintains established procedures on cross-contamination, infectious material, etc., to assure that the highest degree of cleanliness and sanitation is maintained at all times.

### III. Related Job Functions

- Performs related work as required or directed.

### IV. Physical Demands

- Sits, stands, bends, lifts, pushes, pulls and moves intermittently during working hours.
- Works in assigned areas.
- Is willing to work beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to reactions from soap, bleach and disinfecting solutions, falls, burns from equipment odors, etc.
- May be subjected to infectious diseases, substances, contaminated articles, etc.
- Is able to move intermittently throughout the day.
- Is able to speak the English language in an understandable manner.
- Is able to lift, push/pull heavy/wet laundry and linen, and move equipment and supplies throughout the work day.

### V. Education and Training Requirements

- Possesses, as a minimum, a 10<sup>th</sup> grade education. No experience is required; on-the-job training is provided.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.

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Position Title: Housekeeper

FLSA Status: Non-exempt

Reports to: Housekeeping Supervisor

Department: Vernon Manor



### Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position maintains assigned areas in a clean, sanitary, safe, orderly, and attractive manner in accordance with established procedures, and as directed by the housekeeping supervisor or administrator, to assure that the highest degree of cleanliness and sanitation is maintained at all times.

### Essential Duties and Responsibilities

- Receives and follows cleaning schedule instructions from your supervisor, and/or as outlined in our established housekeeping policies and procedures.
- Ensures that the facility is cleaned following facility policy and procedures.
- Disposes of waste/trash into proper containers.
- Reports all unsafe/hazardous conditions, defective equipment, etc., to supervisor immediately.
- Ensures supplies have been replenished in assigned work areas as necessary.
- Cleans vacant rooms as assigned, to assure they are ready for occupancy.
- Assures that work/cleaning schedules are followed as outlined for your respective area.
- Attends and participates in in-service educational classes and on-the-job training programs.
- Ensures that residents rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed.
- Performs terminal cleaning procedures as instructed, when a resident is discharged and/or is transferred to another room/area, to assure that the room is ready for new occupancy.
- Performs cleaning/sanitizing procedures in isolation rooms/areas, as instructed and in accordance with established infection control policies and procedures.

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## Vernon County Position Description

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- Keeps work/assigned areas free of hazardous objects, such as protruding mop/broom handles, etc., and assures that all cleaning supplies, equipment, etc., are properly stored at the end of shift/work day.

### Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions.
- Works in all areas of the facility.
- Is subject to frequent interruptions.
- Minimizes waste of supplies, misuse of equipment, etc.
- Follows written and oral instructions concerning the mixture of cleaning compounds, liquids, cleaning instructions, etc., as directed.
- Is willing to work beyond normal working hours and in other positions temporarily when necessary.
- Performs related work as required or directed.

### Physical Demands

- Sits, stands, bends, lifts, pushes, pulls, and moves intermittently during working hours.
- Is able to read, write, and speak the English language in an understandable manner.
- Involves potential and/or direct exposure to blood or body fluids.

### Education and Training Requirements

- Possesses, as a minimum, a 10<sup>th</sup> grade education. No experience is required; on-the-job training is provided.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.

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