

LAUNDRY AIDE

Entity:	Masonic Homes of California	Payroll Type:	Non-Exempt
Department:	Environmental Services	Supervisory:	No
Reports To:	Environmental Services Manager	Work Status:	Part-Time
Location of Job:	Union City	Revised:	9/23/2011

Regular Hours: 0-29 hours per week

Schedule: Varies
Occasional overtime, some weekends and evenings may be required

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Receives and follows Laundry schedule/instructions from supervisor and as outlined in established procedures.

ESSENTIAL FUNCTIONS

- Receives and follows Laundry schedule/instructions from supervisor and as outlined in established procedures.
- Receives and sorts soiled linens prior to washing. Loads and operates washers; sets washers according to procedures.
- Maintains an even flow of clothes and linens to and from washers and dryers in accordance with the folding and counting steps involved with the Laundry operation.
- Removes wet wash to dryers and sets proper temperature control. Folds clean linen and stacks on movable carts. Sorts and tags clothes, as appropriate. Bags prescribed items and delivers to appropriate departments.
- Performs preventative maintenance tasks to include removing lint from dryers.

- Performs various cleaning, mopping and sweeping tasks. Stores carts, bins and rags in appropriate areas.
- Maintains a good working relationship with co-workers.
- Performs various cleaning, sweeping and mopping tasks.
- Regular attendance.

Expectations:

- Completes work and projects in a timely manner, as determined by supervisor/manager.
- Follows through on assigned work and projects to completion. Communicates to management any problems or issues that are encountered.
- Regularly identifies and reports necessary facility or equipment issues to management.
- Seeks additional work when assigned work and projects are completed.
- Takes care in completing quality work in a professional manner.
- Follows direction from supervisor, learns by following directions and policies established.
- Flexible in covering other shifts and schedules as needed.

SKILLS, ABILITIES AND EXPERIENCE

- Six months experience in a comparable position.
- Ability to understand written and oral instructions.

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- High School Diploma or equivalent

OBRA & TITLE 22 REQUIREMENTS

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

EQUIPMENT/MACHINES/WORK AIDS

Washing machines	Dryers	Sheet folder
Weighing scale	Soiled /clean linen carts	Laundry racks

ENVIRONMENTAL CONDITIONS

Temperature controlled, indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing - Frequently - up to 4 hours a day
- Walking - Frequently - up to 4 hours up to 150 feet
- Sitting - Occasionally - up to 30 minutes
- Lifting - Frequently - up to 30 lbs. up to a distance of 3 feet.
- Bending - Continuously for a few seconds
- Lying – Never
- Twisting - Continuously for a few seconds at a time
- Reaching / Stretching - Continuously for a few seconds at a time
- Pushing, Pulling, Dragging - Frequently up to 15 minutes, 200 lbs. on cart to 150 feet
- Climbing – Never
- Balancing – Never
- Kneeling/Crouching/Squatting – Occasionally
- Use of feet other than walking – Never
- Use of hands - Frequently, requires use of both hands.
- Hearing - Requires the ability to hear at close proximity (0-5 feet).
- Vision - Requires clarity of vision at 20 inches or less.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

MHC at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.

Employee

Supervisor

Date Signed

Date Signed