



## Career Service Authority

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# Laundry Worker

### GENERAL STATEMENT OF CLASS DUTIES

Performs drying, pressing and distribution of laundry at Denver Health Medical Center.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Washing Machine Operator class that collects soiled laundry, sorts, weighs, and washes according to established policies, procedures, and instructions for machine operation at Denver Health Medical Center.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

#### ***Interpersonal Communications and Purpose:***

Contacts with co workers and other units within the organization in the interest of cooperative work accomplishment

#### ***Level of Supervision Exercised:***

None.

### ESSENTIAL DUTIES

Sorts linen and uniforms determining whether each piece goes into the tumbler or the mangle. Feeds articles into the mangle at appropriate speed.

Folds each garment, categorize appropriately, and stores in appropriate storage area.

Ensures each department in Denver Health, Denver Cares and other ambulatory units receive the appropriate linen and clothes as needed.

Mark new linen and clothes as assigned.

Observes operation of machines and makes minor adjustments or reports malfunctioning to supervisor. Assists department personnel in maintaining laundry facilities, equipment and supplies.

Participates in educational programs and in- service meetings.

Maintains established departmental policies and procedures, objectives, quality improvement program, safety, environmental and infection control standards.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization and displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race gender, disabilities, and other individual differences.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

**Oral Communication** – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Knowledge of equipment and machinery sufficient to be able to monitor, make minor adjustments and identify and report minor malfunctioning to supervisor.

Knowledge of blood borne pathogen regulations and universal precautions sufficient to be able to protect self and others from possible infection.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

Skill in folding garments, sheets and other types of linen.

Skill in operating a mangle.

***Physical Demands:***

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm or shoulder.

Crouching: bending body downward and forward by bending legs.

Eye/Hand/Foot Coordination: performing work through using two or more.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending the spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot on uneven surfaces.

Lifting: raising or lowering an object 25-50 pounds.

***Working Environment:***

Exposed to hazards from electrical/mechanical/power equipment.

Exposed to housekeeping/cleaning agents/chemicals.

Occasional pressure due to multiple calls and inquires.

Subject to injury from moving parts of equipment.

Subject to many interruptions.

***Education Requirement:***

Graduation from high school or possession of a GED certificate desirable.

***Experience Requirement:***

None.

**CLASS DETAIL**

**FLSA CODE:** Non-exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Jean Canfield

**REVISED DATE:** 02/08/2009

**REVISED BY:** Tony Gautier

**CLASS HISTORY** Placed spec in current format; distinguishing characteristics and competency statements were added