



Career Service Authority
Washing Machine Operator

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GENERAL STATEMENT OF CLASS DUTIES

Collects soiled laundry, sorts, weighs, and washes according to established policies, procedures, and instructions for machine operation at Denver Health Medical Center.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Laundry Worker class that performs drying, pressing and distribution of laundry 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 coworkers and other units within the organization in the interest of cooperative work accomplishment.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

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

Receives or collects soiled laundry from various areas of the hospital. Sorts laundry according to type, condition and weight, and records weight.

Washes laundry considering isolation, contamination, water levels, etc.

Inspects wash at various stages of processing for cleanliness, advises assistants or recommends changes in washing and rinsing procedures to affect a clean and sanitary wash.

Keep records of total weight of wash processed daily for each hospital department for charging purposes. Maintains required records and reports.

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.

Attends meetings as required.

Performs other related duties as assigned or requested.

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.

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 methods, procedures, materials, and equipment specific to an institutional laundry operation sufficient to be able to process large loads of laundry.

Knowledge of mechanical or other laundry hazards and safety standards sufficient to be able to maintain a work area and equipment in a safe manner for service workers.

Knowledge of basic machine mechanics sufficient to be able to identify the difference between operator or machine malfunction.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Physical Demands:

Crouching: Bending body downward and forward by bending legs

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

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

Pulling: Exerting force upon an object so that it is moving to the person

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

Lifting: Raising or lowering an object more than 50 pounds.

Working Environment:

Exposed to hazardous anesthetic agents, body fluids and wastes

Exposed to housekeeping/cleaning agents/chemicals

Exposed to infection from disease-bearing specimens

Exposed to infections and contagious disease

Exposed to odorous chemicals and specimens

Exposed to risk of bloodborne diseases

Exposed to unpleasant elements (accidents, injuries and illness)

Exposure to toxic chemicals

Subject to injury from moving parts of equipment

Education Requirement:

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

Experience Requirement:

One year of experience in a commercial or institutional laundry including thorough indoctrination on the use of large institutional washing machines.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

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, added distinguishing characteristics and competency statements.