

PERALTA COMMUNITY COLLEGE DISTRICT – May 9, 2006

CLASSIFIED JOB DESCRIPTION

**LAUNDRY SERVICE WORKER
(Local 39 Salary Range 19)
Job Code: 947**

CLASS PURPOSE

Under general supervision, performs laundry duties in the operation of regular and large-capacity washers and dryers and related laundry equipment in a college laundry room. The Laundry Service Worker provides services for various departments. Performs related work as required.

DISTINGUISHING CHARACTERICS

This is a single position classification that provides laundry service at a college site that involves performing work that is routine and repetitive in nature. An incumbent assigned to this position load and unload washing and drying machines, folds, distributes and delivers laundry to various departments.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Operates washer and dryer equipment in laundry facilities, and other related laundry equipment.
- Picks up from departments soiled laundry, sorts and loads into washing machine; adds detergent and/or bleach, bluing and other additives to washing machine and sets/resets cycle control; removes cleaned laundry from washing machine and places in dryer.
- Unloads laundry from dryer and folds and distributes laundry items to appropriate department.
- Performs routine inspections of washer and dryer equipment to ensure proper operating condition; calls service for maintenance and repair of equipment.
- Delivers towels, bed linens, tablecloths, napkins, aprons, and other related laundry items to and from various departments in a timely manner.
- Stores laundry in appropriate cabinets.
- Keeps track of each department's laundry.
- Maintains routine records of washed laundry and maintains inventory of laundry supplies used.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. One (1) year of experience in the operation of commercial or institutional laundry equipment; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.

Job Description: Laundry Service Worker

2. Knowledge of how to operate large-scale professional laundry equipment to determine correct temperature for detergent, bleach, and softener for sanitation purposes.
3. Knowledge of safety procedures and practices in the use of laundry equipment and laundry process.
4. Ability to understand and follow written and verbal instructions.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to communicate both orally and in writing.
- Ability to understand the needs of staff and in designated areas.

ENVIRONMENTAL DEMANDS

- Frequent use of laundry detergents
- Work in hot, humid and noisy conditions

PHYSICAL REQUIREMENTS

- Constant standing and walking
- Lift 5 to 50 pounds
- Occasional stooping, kneeling, and squatting
- Frequent use of manual dexterity
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Operate washers and driers and related laundry equipment.

Revised: N/A