



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Laundry Worker
CLASSIFICATION	
DEPARTMENT	Laundry
LOCATION	Area 4 Campus
REPORTS TO	Residence Administrator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Laundry Worker is responsible for the efficient and economical operation of the laundry at the Frontier Collegiate Residence. The position requires routine manual work. A major function is the safe and efficient operation of the commercial laundry equipment in the cleaning of all types of clothing, linen, etc. The Laundry Worker is responsible for laundering Residence students' clothing and bedding, cafeteria laundry, custodial items and school team uniforms. Some mending of student's clothing is required.

QUALIFICATIONS

Education

- Grade 12

Experience

- Experience with institutional laundry procedures and processes.

Knowledge, Skills and Abilities

- Knowledge of washing products, fabric types and the proper procedures for each type.
- Knowledge of WHMIS.
- Good organizational skills to maintain accurate inventories.
- Good verbal and written communication skills.
- Ability to mend and sew of student's clothing.

DUTIES AND RESPONSIBILITIES:

- Coordinates, plans, directs and administers the provision of laundry services.
- Sorts, classifies and processes soiled laundry.
- Operates heavy laundry equipment including washers, pressers and dryers.
- Determines the proper formulas for detergents and other agents to apply to a particular wash load.
- Ensures regular and required maintenance of laundry equipment is done.
- Maintains records for the efficient operation of the laundry facilities including inventories, time sheets, etc.

- Prepares orders of bedding and laundry supplies as needed for administration.
- Mends students' clothing.

Performs other duties as assigned.

CONTACTS

Suppliers of bedding, linen, pillows etc.
 Suppliers of cleaning agents, fabric softeners, etc.
 Campus Staff

WORKING CONDITIONS

Typical laundry environment.
 This position works the school year.

PHYSICAL AND VISUAL REQUIREMENTS

Extensive lifting, works in high temperature areas.
 Physically capable of performing assigned duties.

EQUIPMENT USED

Commercial Laundry equipment.
 Sewing Machine.

APPROVED

	March 9, 2012
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Signature, Chief Superintendent Date

	March 9, 2012
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Signature, Secretary-Treasurer Date

	March 9, 2012
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Signature, Human Resources Coordinator Date