

JOB TITLE	Laundry Worker
DEPARTMENT	Dormitory
LOCATION	Frontier Collegiate Campus
REPORTS TO	Frontier Collegiate Administration
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three Months

POSITION SUMMARY

The Laundry Worker is responsible for the efficient and economical operation of the laundry at the Frontier Collegiate Dormitory. 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 Dormitory students' clothing and bedding, cafeteria laundry, custodial items and school team uniforms. Some mending of student's clothing is required.

QUALIFICATIONS

Education

- Grade 12.
- WHMIS certification.

Experience

- Experience with institutional laundry procedures and processes.

Knowledge, Skills and Abilities

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

DUTIES AND RESPONSIBILITIES

- 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.
- Sorts, classifies and processes soiled laundry.
- 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 requested by administration.
- Mends students' clothing.

Performs other duties as assigned.

CONTACTS

Campus Administration and staff
Students
Suppliers

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.