

**The Altenheim  
Job Description for Laundress**

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Shift Assignment: \_\_\_\_\_

**The Purpose of Your Job Position**

The primary purpose of your job position as LAUNDRESS is to maintain the laundry/linen service in a clean, sanitary, safe, orderly, and attractive manner in accordance with our established policies and procedures, and as directed by your director, in order to ensure that the highest degree of sanitation and cleanliness is maintained at all times.

**Major Duties and Responsibilities**

Listed below is an outline of the major duties and responsibilities that you will be required to perform.

Every effort has been made to make your job description as complete as possible; however, it in no way states or implies that these are the only duties you will be required to perform.

1. Receive and follow laundry schedule/instructions from your supervisor and as outlined in our established laundry policies and procedures.
2. Collect and sort soiled laundry, linen, garments, etc., and place in appropriate containers and/or assigned areas.
3. Sort soiled laundry, linen, garments, etc., and separate those items that require special stain removal/treatment.
4. Sort, count, weigh, and wash soiled laundry, linen, garments, etc., as established by our operating policies and procedures, and as instructed by your director.
5. Press/iron garments as instructed.
6. Fold, count, stack, hang, and distribute clean laundry, linen, garments, etc., as necessary.
7. During emergency conditions, ensure that clean laundry, linen, garments, etc., are distributed to designated areas.
8. Report all incidents/accidents, no matter how minor, to your director immediately.
9. Report equipment malfunctions or breakdowns to your director as soon as possible.
10. Report all unsafe/hazardous conditions, defective equipment, etc., to your director.
11. Ensure linen supplies have been replenished in assigned work areas as necessary.
12. Ensure that work/laundry schedules are followed as outlined for respective shifts/areas.
13. Attend and participate in in-service educational classes and on-the-job training programs.
14. Attend and participate in workshops, seminars, etc., as approved.
15. Ensure that your shift maintains an adequate supply of clean linen, etc., for resident comfort and convenience.

16. Ensure that residents rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, and grievances and complaints are followed.
17. Ensure that work/assignment areas are clean and equipment, supplies, etc., are properly stored before leaving such areas on breaks, end of work day, etc.
18. Keep your work area(s) free of hazardous conditions, i.e., spills, excess supplies, equipment, excess laundry carts, baskets, etc., to ensure that all established safety rules and regulations are followed at all times.
19. Follow established policies and procedures on cross-contamination, infectious materials, etc., to ensure that the highest degree of cleanliness and sanitation is maintained at all times.
20. Maintain a good attendance record. (Abuse of this requirement is interpreted as excessive absenteeism).
21. Maintain a good record of punctuality. (Abuse of this requirement is interpreted either as excessive tardiness, i.e., arriving later than your regular clock-in time, or excessive unauthorized early leave, i.e., departing work prior to your regular clock-out time.)
22. Limit personal calls at work to emergencies.
23. Be available by telephone or pager at all times, except when on vacation.
24. Other responsibilities as deemed necessary and appropriate, or as may be directed by the Administrator.