

Apostolic Christian LifePoints

Job Description

Position:	Laundry Aide
Facility:	Timber Ridge
Department:	Domestic Services
Reports to:	Domestic Services Manager
Supervises:	None

Scope of Position: The primary purpose of your job position is to perform the day-to-day activities of the Laundry in the Domestic Services Department in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the Administrator and/or the Domestic Services Manager to assure that our facility is maintained in a clean, safe, and sanitary manner, and that an adequate supply of linen is on hand at all times to meet the needs of residents.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of sixteen (16) years of age and of good moral character
3. Must possess, as a minimum, an 8th grade education
4. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of residents
4. Grasps instructions given for position
5. Knows procedures to loading washers, delivering clothes, follows glove use protocol, and other information concerning position

Job Responsibilities:

1. Assure that work schedules are followed as closely as practical
2. Keep work areas free of hazardous conditions
3. Coordinate with other departments to ensure continuity of the residents' total regimen of care
4. Assure that established infection control and universal pre-cautions practices are maintained throughout the agency
5. Discard infectious wastes into appropriate containers
6. Maintain documentation as appropriate for the department
7. Make recommendations regarding equipment, supply, and other facility needs
8. If a resident is in need of daily living care, seek assistance on the individual's behalf
9. Communicate and work as part of a team within the department as well as with other departments
10. Facilitate and model positive social interactions with community members, visitors, and other staff

11. Monitor and care for department supplies and report maintenance needs to the Domestic Services Manager

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission, and agency values when working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Must be able to use a computer, phone, and others as required
6. Must be able to lift, push, pull, and move equipment, supplies, and others, in excess of 50 pounds

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Job Description Review

Position:	Laundry Aide
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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____