



Position Title: **Laundry**

Department: Maintenance

Reports To: Maintenance Supervisor

SUMMARY: Keeps the district's laundry in a state of excellence which presents no problems or interruptions to the educational program. This nine month position is responsible for laundering custodial, kitchen and district wash. The laundry position works in close association with the warehouse position and directly under the supervision of the maintenance supervisor. This position includes the delivery of the district mail from the district office to each school as well as district custodian coverage during the day as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Works from a prepared work schedule on assigned tasks
2. Performs, but not limited to, the following tasks: sorting, washing, drying, folding, packaging clean laundry, deliver district mail, sweeps, cleans walls, surfaces, floors empties heavy containers, and other routine housekeeping duties
3. Comprehends and follows oral and written instructions
4. Assists in maintaining warehouse cleanliness
5. Communicates and works cooperatively with other members of the staff (classified and certified)
6. Recognizes and reports or eliminates safety, sanitary, or fire hazards
7. Presents a positive attitude by appearance, personal neatness, personal habits, and punctuality
8. Performs tasks related to general laundry position and other related duties as required
9. Performs all job related tasks with minimum supervision
10. Maintains building security
11. Assists with transportation and delivery of food services to schools
12. Performs building cleaning and other custodian duties during absences as needed
13. Corresponds with district staff and stakeholders via email
14. May be asked to translate, if applicable
15. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School graduate or equivalent. Experience in laundry work and/or warehouse operations preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read, write and follow oral and written instructions with little supervision.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand; may walk or stand 6-8 hours per day. May drive 4-6 hours per day. May use feet for repetitive movement such as in operating foot controls. Performs heavy physical tasks. Will need to bend, squat, lift or climb stairs and ladders. The employee will lift up to 50 lbs. such as loading and unloading trucks and occasionally will lift and/or move up to 90 lbs. with assistance such as salt and other supplies. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces.

The noise level in the work environment is moderate to high. Work is performed both indoors and outdoors, frequently during inclement to severe weather conditions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exclusive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date