

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Laundry Aide	Grade	
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Department	Laundry	Exempt	
Immediate Supervisor	ES/Laundry Manager	Non-exempt	X
Supervisor next in line	Facilities Management Manager	Workweek	

POSITION SUMMARY

Accountable to the ES/Laundry Manager, and performs various duties to provide a supply of linen for use in patient care. Performs in accordance with established policies and procedures of Central Montana Medical Center.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Less than high school diploma, or up to one month related experience or training, or combination of education and training.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Collect soiled linen and transport to wash area to weigh and record weights.
- 2 Sort linen according to color and soil, and build loads for washers.
- 3 Load sorted laundry into washers, and start machines with appropriate amounts of washing supplies.
- 4 Remove clean laundry from washers and load into dryers.
- 5 Remove laundry from dryers and transport to folding area.
- 6 Fold linen and store on shelves or carts for distribution.
- 7 Distribute clean linen to storage closets in patient care areas.
- 8 Dry, and fold or hang up residents personal clothes.
- 9 Transport residents clothing to the Long Term Care area.
- 10 Clean lint filters on dryers as appropriate.
- 11 Observe washers and dryers for mechanical problems and informs Laundry Supervisor.
- 12 Keep laundry area clean by sweeping, dust mopping, and dusting shelves.
- 13 Enhances professional growth and development through participation in educational programs; current literature, in-service meetings and workshops.
- 14 Completes other duties as assigned.

Knowledge, Skills, Abilities:

Ability to read, write, perform basic math skills, and follow written and oral directions.
Ability to adapt to fluctuations in workload, and perform accordingly.
Communication skills to effectively communicate with co-workers and other staff.
Judgement to seek guidance and direction when needed, and ability to recognize, establish, and respond to priorities.

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Willingness to assume additional duties when requested, and provide assistance, when needed, to others.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
X	Noise	
X	Other (Specify)	Cleaning chemicals

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date