

## **Laundry Worker**

### **UY4023**

#### **Job Overview:**

The Laundry Worker is responsible for the washing, drying, folding, sorting, pressing, and mending of clothes and linens. The Laundry Worker may be responsible for providing neat, clean uniforms and may be accountable for distributing uniforms that are laundered by an outside service, or operating laundry machinery to clean them internally. The general responsibilities of the position include those listed below; however, Sodexo may identify additional responsibilities. These responsibilities may differ among accounts, depending on business necessities and client requirements.

#### **General Responsibilities:**

- Sort, wash, dry, fold, and store laundry items—including uniforms, bedding, linens, and surgical gowns—according to labels and facility requirements.
- Operate washers, dryers, irons, steamers, folders, and sewing machines safely and efficiently.
- Adjust water temperature, add detergents and disinfectants, and follow manufacturer standards.
- Maintain neat and organized storage of laundered items for easy access and proper distribution; transport and distribute soiled and clean linens as needed.
- Mend and repair uniforms and other textiles to maintain quality and appearance; document unusable items and report to the Supervisor.
- Track and verify laundry lists, count articles, utilize weighing systems, and prepare discrepancy reports.
- Perform equipment maintenance, including cleaning filters and lint traps, and report any malfunctions or maintenance needs immediately.
- Maintain cleanliness in laundry areas by sweeping, mopping, dusting, vacuuming, and removing garbage and recyclables.
- Requisition, transport, and restock supplies; collect unused chemicals and refill storage containers as required.
- Ensure compliance with all company safety, risk management, OSHA, HACCP, and local policies and procedures.
- Use PPE and follow MSDS guidelines for chemical handling.
- Attend training programs, participate in safety meetings and hazard assessments, and report accidents or injuries promptly.
- Assist in training, assigning, and checking the work of lower-level employees as needed.
- Perform additional duties and responsibilities as assigned.

#### **Job Qualifications:**

#### **Experience/Knowledge:**

- High School diploma, GED, or equivalent experience.
- 1 to 2 years of related work experience.

**Skills/Aptitude:**

- Must be able to coordinate the routine responsibilities of staff and resources.
- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive and professional attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to operate laundry-related equipment, including but not limited to Washers, Dryers, Ironing equipment, and Folders.
- Ability to provide clear directions and respond accordingly to employees.
- Ability to use all relevant electronic and communication devices.
- Adapts procedures, processes, tools, equipment, and techniques to accomplish the requirements of the position.
- Knowledge of and proficiency in all OSHA and local requirements related to all assigned work.

**License/Qualifications**

**Certifications:**

- May require a valid driver’s license based on the location.
- Bloodborne Pathogen Training may be needed based on the location.

**General Qualifications:**

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Ability to work a flexible schedule as business requires.
- Must comply with any dress code requirements.

**Physical Requirements:**

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.

- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 50 pounds.

**Working Conditions (may add additional conditions specific to defined work location):**

- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold through the use of equipment.
- Varying schedule to include evenings, holidays, weekends, and extended hours as business dictates.
- The noise level in the work environment is usually moderate to loud.
- Employee will be exposed to moving mechanical parts.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

**Unit Description:** Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Manager \_\_\_\_\_ Date \_\_\_\_\_