

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0442177

Date Posted: 07/19/10

POSITION NO: 236280

Closing Date: 07/30/10

CLASS CODE: 3770

POSITION TITLE: LAUNDRY WORKER

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N55A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 16,952.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.15 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs work of routine difficulty regarding laundry and dry cleaning manual work in collecting, washing, finishing, and distributing clothing and linen. Responsible for turning on/off laundry and dry cleaning equipment, including the boiler; receives and sort garments and linen; performs spot removing activities using various techniques and spotting chemicals; ensures compliance with the environmental sanitation standards; labels items as necessary; loads and unloads garments into washer and dryer and/or dry cleaning machines; keypunches the microcomputer washers for start up; sorts items by type and color; operates the steamr, irons, and pressers. Folds and wraps linen; counts pieces, shrink wraps items; records poundage and prepares invoices/tickets; cleans equipment and work area; maintains inventory and order supplies; performs routine maintenance of laundry and dry cleaning machines, refills solvents/chemical in the machine, distillations, oil removal, etc.; assists with front counter functions; may make deliveries; attends staff meetings, workshops, and other related work as assigned.

QUALIFICATION REQUIREMENTS:

Experience:

One (1) experience operating laundry and dry cleaning equipment: or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Ability to communicate effectively in English and in the Navajo language. Ability to work effectively with people with disabilities.

License/Certification Requirements:

Must possess a valid state driver's License and acquire a Navajo Nation Vehicle Operator's Permit within thirty (30) days of employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99