

LAUNDRY WORKER

DEFINITION: Under immediate supervision, performs work of routine difficulty regarding a variety of laundry and dry cleaning related manual work in collecting, washing, finishing and distributing clothing and linen; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Responsible for turning on/off laundry and dry cleaning equipment, including the boiler; receives and sorts garments and linen; performs spot removing activities using various techniques and spotting chemicals; ensures compliance with the environmental sanitation standards; marks or remarks items as necessary; loads and unloads garments into washer and dryer and/or dry cleaning machines; keypunches the microcomputer washers for startup; sorts items by type and color; operates the steamer, 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 orders 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 and workshops.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the different pieces of laundry and dry cleaning equipment and the use of each.

Knowledge of the use and abuse of chemicals used in dry cleaning.

Knowledge of different types of pressing equipment used in dry cleaning.

Skill in the operation and maintenance of laundry and dry cleaning equipment.

Skill in using the correct chemicals used in the dry cleaning industry.

Skill in removing spots from dry cleaned equipment.

Skill in providing environmentally safe dry cleaned garments.

Ability to understand and follow oral instructions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves the use of moderate to heavy equipment for dry cleaning purposes.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED. Proficient in Microsoft Office software or other computer applications.

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PREFERRED QUALIFICATIONS:

- One (1) year experience operating laundry and dry cleaning equipment.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 day of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.