



## POSITION DESCRIPTION

**Position Title:** Laundry Aide  
**Department:** Environmental Services  
**Classification:** Laundry Aide  
**Union:** CUPE  
**Approved by:** ED/VP Team  
**Date approved:** 2018/Nov/28

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### REPORTING RELATIONSHIPS

Position reports to: Manager – Environmental Services

Positions supervised: None

### POSITION PURPOSE

Under the direction of the Manager – Environmental Services, the Laundry Aide is responsible for the processing and transporting soiled and clean linen to the appropriate areas of the facility. The incumbent is also responsible for keeping and maintaining records for linen inventory, washing records, delivery records and maintaining the laundry production/storage areas, ensuring equipment is clean and in good working condition.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Follows a regular scheduled laundry program incorporating Infection Control Standards and appropriate equipment and products.
- Prioritizes and completes extra laundry duties within established timeframes.
- Collects, sorts, and washes soiled laundry according to approved department procedures and Infection Control Standards.
- Dries linen according to appropriate temperature and time periods for various fabrics.

- Delivers clean linen to units according to delivery schedules, ensuring that an adequate supply is available.
- Performs linen repairs as required.
- Dry and wet mops floor, dusts in clean and soiled areas as per facility procedures.
- Operates laundry equipment such as: commercial washer/dryer, household washer/dryer, irons, sewing machine, laundry scale, heat seal and folding equipment, and checks chemical supply and replenishes as necessary.
- Assists with inventory procedures.
- Assists/participates in department quality control audits and procedures.
- Complies with Safe Work Procedures and WHMIS.
- Keeps accurate daily records of clean deliveries, wash loads and linen inventory.
- Reports any unsafe condition to the supervisor or manager.
- Maintains storage areas in a neat and tidy manner.
- Uses “Wet Floor” signage while cleaning floors.
- Uses Personal Protective Equipment.
- Maintains confidentiality of clients/residents as per PHIA & FIPPA.
- Attends and contributes to staff meetings.
- Cleans and inspects all laundry equipment for damage at the end of shift.
- Reports damaged equipment as per facility process.
- Responds to requests from nursing staff for urgent laundry/linen or observance of special precautions or instructions.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

*Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.*

## **PERFORMANCE MEASUREMENTS**

1. Performance appraisal is completed as per the probationary period in the Collective Agreement and Southern Health-Santé Sud’s policy. If part-time, then completed bi-annually.

## **QUALIFICATIONS**

Education/Certification:

- Completed Grade 10 Education (Manitoba Standard)
- Other combination of education and experience may be considered

Knowledge required:

- N/A

Experience required:

- Previous working experience in industrial or commercial laundry

Skills/Competencies/Conditions of employment:

- Demonstrated verbal comprehension and written command of the English language
- Demonstrated ability to follow written and oral instructions and to handle laundry chemicals and cleaning supplies as per Manufacturer's directions
- Demonstrated basic computer skills
- Demonstrated ability to work independently as well as with others
- Demonstrated ability to establish and maintain positive working relationships
- Demonstrated ability to problem solve within the responsibilities of the position
- Demonstrated flexibility in adjusting to a changing environment
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

**WORK CONDITIONS**

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

**SALARY SCALE**

As per CUPE Collective Agreement

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*