

JOB TITLE: Laundry Aide	PAGE: 1 of 2
ORIGINATION DATE: PAST REVISIONS: CURRENT REVISION: May 2015	DIVISION: Long Term Care DEPT: Environmental Services REPORTING TO: Environmental Services Manager/Director of Environmental Services

JOB SUMMARY:

The Laundry Aide performs general cleaning activities of the home linen supply and the resident’s personal clothing within the established guidelines related to health and safety, infection control, quality management and the organization standards.

As a valued member of the team, the Laundry Aide demonstrates a commitment to resident safety by providing quality care in accordance with the organization’s vision and mission.

RESPONSIBILITIES:

- Able to maintain high sanitation standards, a clean and tidy work area and equipment applying appropriate infection control protocols as required, follows cleaning schedules and routines for the department and ensures the proper care and economical use of resources.
- Provides clothing and linen support services by ensuring collection, distribution, processing and inventory of linens and personal clothing by sorting linens, loading and unloading washers and dryers, operating label equipment, ironing and mending as required, folding, sorting and loading linen and clothing onto carts for distribution and delivery, audits linen for labels and repairs, discards and records inappropriate inventory when necessary.
- Observes operation of machines and reports malfunctioning to Manager. Assists in maintaining laundry facilities, equipment and supplies. Completes cleaning duties as outlined in the laundry room area.
- Working knowledge of operational policies and procedures, and objectives regarding quality improvement, safety, and infection control protocols, and legislative and regulatory standards.
- Participates in multidisciplinary committee work, team member meetings and attends all mandatory and pertinent in-services required.
- Supports and participates in quality initiatives by providing input and suggestions for improvement, reporting feedback to immediate supervisor.
- Check that supplies are adequate in laundry before commencing daily routine, and report shortage or over usage to immediate supervisor. Check lint traps at the beginning of each shift and regularly throughout the shift.
- Put stock away on delivery as required.
- Observes equipment operations and communicates any malfunction or concerns to immediate supervisor to ensure a safe work environment.
- Participates in an effective orientation and performance management process in accordance with Organization standards for all team members within the laundry services department.
- Maintains personal accountability for completion of monthly audits as assigned.
- Knows and interprets MOHLTC legislation, regulation and process.

- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis.
- Knowledgeable of the Residents' Bill of Rights.
- Work in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.
- Perform other duties as required.

QUALIFICATIONS:

- Current WHMIS Certificate.
- Previous experience in Institutional Cleaning/ Laundry in a long term care setting is desirable.
- Knowledge related to infection control, laundry processes, chemical use and equipment.
- Ability to read, write English and follow written instructions.
- Ability to communicate effectively with team member and residents.
- Effective verbal and written English communication skills required.

EDUCATION:

- High School diploma or equivalent.

WORKING CONDITIONS:

- Interaction with male and female residents of all ethnic and cultural backgrounds;
- Combination of natural light and fluorescent lighting;
- Exposure to the elements (external building and property);
- Exposure to variable temperatures both hot and cold;
- Lifting alone and with assistance;
- Pushing/pulling content;
- Crouching, kneeling, stooping/bending for short periods of time;
- Walking and climbing stairs frequently;
- Standing for long periods of time;
- Engagement and/or exposure to various therapy programs focused on providing residents with the highest quality of life in our Homes including but not limited to pet therapy, spiritual events and musical therapy.

I acknowledge I have read, understand and agree to perform the duties listed in the above job description

Print Name

Date

Signature

CC: Employee File