



JOB TITLE: LAUNDRY ASSISTANT

Classification: Classified
Salary Range: 12

Retirement Type: PERS*
Board Approved: October 18, 2004

BASIC FUNCTION:

Under the direction of an assigned supervisor perform general and routine duties required to maintain P.E. and Athletics laundry and cleaning functions; receive, issue and store materials, equipment and towels.

REPRESENTATIVE DUTIES:

Gather and sort laundry.
Prepare clothes and athletic equipment for cleaning and washing.
Fold and sort items after laundering.
Distribute laundered items to appropriate locations.
Clean and keep laundry area neat and orderly.
Maintain inventory and stock of materials used in the laundry function.
Receive, issue and store materials, equipment and towels.
Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Basic methods of cleaning and laundry.
Basic cleaning materials and equipment used in a laundry function.
Common laundry equipment.
Safe work practices.
Safe and proper use and storage of cleaning substances.

Abilities/Skills:

Learn assigned schedule, procedures and use of machines in the laundry function.
Learn safe and proper use of cleaning materials.
Establish and maintain cooperative and effective working relationship with others.

WORKING CONDITIONS:

Move from work location to another.
Long periods of standing and sitting.
Finger and hand dexterity.
Work with basic cleaning materials.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.