

COUNTY OF RENFREW

PERFORMANCE MANAGEMENT

COUNTY OF RENFREW Job Description	<i>Job Title:</i> <u>Laundry Aide</u>	<i>Page #</i> <u>1 of 3</u>																		
<i>Location:</i> <u>Bonnechere Manor</u>	<i>Reports To:</i> <u>Environmental Services Supervisor</u>	<i>Original date:</i>																		
<i>Department:</i> <u>Environmental Services</u>		<i>Revision date:</i> <u>March 2000</u>																		
<i>Approval:</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 45%;">Administrator</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supervisor</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Employee{s}</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Staff Administration Committee</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			<input checked="" type="checkbox"/>	Administrator		<input checked="" type="checkbox"/>	Supervisor		<input type="checkbox"/>	Employee{s}		<input checked="" type="checkbox"/>	Staff Administration Committee							
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Position Summary:

This position reports directly to the Environmental Services Supervisor, performs procedures related to the collection, distribution, processing, inventory control and labeling of all linens and personal clothing, consistent with the Mission and Philosophy of Bonnechere Manor.

Qualifications:

- High school graduate or equivalent combination of education and experience,
- Experience in record maintenance and dealing with the public,
- Knowledge of Laundry operation an asset,
- Knowledge of Laundry chemistry and textiles an asset,
- Experience in a Long Term Care setting, an asset
- Good verbal and written English communication skills with an ability to work within a team approach
- Physically capable of performing assigned duties including a flexibility work schedule within a 24 hour a day, 7 day a week operation,
- Demonstrated regular attendance standards in keeping with the County Attendance Management standards
- Ability to meet and maintain health and attendance standards as per Long Term Care Legislation
- Computer literacy an asset

Position responsibilities:

Participates in the provision of resident-focused care in a home-like environment, respecting the individuality and dignity of each resident/ family and co/worker by supporting ongoing operations of the Environmental Services Department through the completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the

applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.

2. Ensures that quality work is performed and that efficiency in workflow patterns are maintained.
3. Performs Clothing Clerk duties in his/her absence as assigned.
4. Follows established departmental policies and procedures in order to facilitate Continuous Quality Improvements (CQI).
5. Ensures care and economical use of supplies and equipment.
6. Keeps work area and equipment tidy and clean.
7. Cooperates with other employees, residents and their families.
8. Weighs and sorts linens for processing.
9. Loads and unloads washers and dryers.
10. Operates flatwork ironer, small piece folder and buck press.
11. Cleans out lint catcher bag as scheduled.
12. Folds and sorts personal linens onto proper racks for delivery.
13. Loads and records linens and incontinent products place on institutional racks for delivery.
14. Delivers personal and institutional linens to the units as assigned.
15. Audits linens for required labels and repairs and sends to sewing room.
16. Discards linens and maintains records.
17. Repairs linens as assigned and reports linen needs to supervisor.
18. Utilizes professional communication by establishing a working relationship with supervisors and co-workers for the purpose of providing resident focused care.
19. Creates a facility wide environment that protects the confidentiality of resident, staff and activities of Bonnechere Manor.
20. Performs other related duties, as required.
21. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.