



JOB DESCRIPTION

Job Title: Clothing Clerk	Department: Environmental Services	Division: Miramichi Lodge	Reports to: Environmental Services Supervisor
Revision Date: November 2007	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

This position reports directly to the Environmental Services Supervisor and is to perform tasks related to the collection, distribution, processing, inventory control/ record keeping and labeling of all linens and personal clothing, as directed by supervisor. Consistent with the Mission and Philosophy of Miramichi Lodge, contributes to the efficient operation of the Environmental Services Department within an interdisciplinary resident-focused team.

Qualifications:

- Grade 12 graduate or equivalent combination of education and experience.
- Completion of Laundry for Healthcare Facilities course offered by the Ontario Healthcare Housekeepers Association or equivalent.
- Experience in material control, record maintenance and dealing with the public,
- Knowledge of Laundry operations and Textiles, an asset,
- Experience in a Long Term Care setting an asset,
- Good verbal and written communication skills and personal initiative-
- Ability to work in a multi-disciplinary team environment.
- Physically capable of performing all assigned duties within a flexible work schedule required for a 24 hour a day, 7 day a week operation.
- Demonstrate regular attendance standards in keeping with County Attendance Support Program.
- Ability to meet and maintain health standards as per Long Term Care Legislation
- Computer literacy an asset.

Position Responsibilities:

Provide facility clothing and linen support services by ensuring the collection, distribution, processing, inventory control, record keeping and labelling of all linens and personal clothing through the completion of the following duties:



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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.
2. Ensures quality-clothing support services by directing efficient workflow patterns in the Laundry Department and in cooperation with other staff, residents and their families. Must demonstrate an ability to work under minimal direction and supervision, showing a willingness to participate in departmental Continuous Quality Improvement (CQI) initiatives.
3. Maintains a clean and tidy work area and equipment, following cleaning schedules and routines for the Department and ensuring the proper care and economical use of resources.
4. Establishes and maintains effective communications with resident care team, families and residents regarding clothing needs while promoting resident-focused care and services.
5. Performs all admission and discharge duties related to primary clothing clerk duties, including the establishment and maintenance of accurate control records of residents' clothing, furniture and personal items, including those unused items in storage.
6. Maintains a good working knowledge of textiles, clothing wash-ability and associated resource utilization.
7. Labels residents clothing upon admission, assists care team in the relocating missing resident clothing items and performs dry cleaning duties (pick up and delivery), as required.
8. Coordinates clothing shows / sales in cooperation with the interdisciplinary team and external agencies.
9. Checks and distributes donated clothing to fulfill resident needs, as required.
10. Weighs and sorts linens for processing, includes loading and unloading washers and dryers, as required.
11. Operates ironers, folders and presses, as required.
12. Distributes personal and institutional linens to the units by receiving, folding, loading, sorting and recording linens and incontinent products on established control sheet and properly place on institutional racks for unit delivery. Only discards worn or damaged linens beyond repair, ensuring appropriate record keeping.
13. Audits, attaches labels and performs minor repairs on personal and institutional linen, includes sending articles for sewing repairs and report linen needs to supervisor. Inventories sewing supplies and reports needs to supervisor.
14. Creates a facility environment that protects confidentiality of residents, staff and activities of Miramichi Lodge.



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15. Participates in continuing education, relevant to Job Description and Long Term Care, to ensure skills and abilities are maintained and enhanced.

16. 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.