



JOB DESCRIPTION

Job Title: Laundry Aide	Department: Environmental Services	Division: Miramichi Lodge	Reports to: Environmental Services Supervisor
Revision Date: October, 2004	Salary Grid:		

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

Position Summary:

Under the direction and supervision of the Environmental Services Supervisor, performs related duties associated with the collection, processing, distribution and inventory of linens and personal clothing. 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 High School graduate or equivalent combination of education and experience
- Experience in record maintenance and dealing with the public.
- Completion of Laundry for Healthcare Facilities course offered by the Ontario Healthcare Housekeepers Association or equivalent an asset.
- Knowledge of Laundry operations 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
- Demonstrated regular attendance standards in keeping with the County Attendance Management standards.
- Ability to meet and maintain health standards as per Long Term Care Legislation.
- Computer literacy an asset.



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Position Responsibilities:

Provide facility clothing and linen support services by ensuring the collection, distribution, processing and inventory of linens and personal clothing through 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.
2. Ensures quality clothing support services through the maintenance of efficient workflow patterns 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. Weighs and sorts linens for processing.
5. Loads and unloads washers and dryers.
6. Operates ironers, folders and presses as required.
7. Folds and sorts personal clothing onto proper racks for delivery.
8. Folds, loads and records linens and incontinent products onto institutional racks for delivery.
9. Delivers personal and institutional linens to the units as assigned.
10. Audits linens for required labels and repairs.
11. Discards linens and maintains records.
12. Creates a facility wide environment that protects the confidentiality of residents, staff and activities of Miramichi Lodge.
13. Participates in continuing education, relevant to Job Description and Long Term Care, to ensure skills and abilities are maintained and enhanced.
14. 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



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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.