

# MASONIC VILLAGE

## POSITION DESCRIPTION

Position Title: Environmental Services Laundry Worker FLSA Status: Non-Exempt

Department: Environmental Services

Supervisor Title: Environmental Services Laundry Supervisor

**I. POSITION OBJECTIVE**

To provide the best quality laundry service through continuous training, to maintain a clean, healthy, and safe environment and maintain a sufficient supply of linens and clothing to the residents and ancillary campus wide services.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

Maintains a clean, healthy, and safe environment by insuring all infection control standards are met while performing laundry duties. Maintains an understanding of regulatory standards as it pertains to the Health Care Center and Retirement Living. Reports upon first notice any environmental situation which could pose a threat to the safety or well-being of the Masonic Village Residents.

Uses chemicals and cleaning agents safely and effectively to accomplish assigned tasks in accordance with environmental services regulations established by federal, state, local and private accreditation organizations.

Implements universal precautions for the handling and processing of all soiled or dirty laundry.

Performs daily laundry duties according to established procedures.

Follows established procedures for use and maintenance of laundry equipment. Follows all established cleaning procedures, including routine daily maintenance of lint traps.

Inventories linen supply and maintains an adequate supply of clean linen for all departments. Removes stained and worn linens from service.

Presses name tags in residents clothing. Inspects all clothing for labels.

Reports any need for supplies and linens to Environmental Services Laundry Supervisor.

Assists with other duties as needed and directed by Environmental Services Laundry Supervisor.

Completes computerized maintenance management system (CMMS) generated work orders and provides clear documentation of work as required. Generates work orders for additional work or tasks identified in the field and completes or submits them as appropriate. Maintains an accurate work record of time for cost distribution and payroll.

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

A high school graduate or equivalent preferred.

Will receive on-the-job training

Any equivalent combination of experience and training preferred

Good written, oral, organizational, and basic computer skills.

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist in Human Resources**

**VII. APPROVALS FOR POSITION DESCRIPTION**



Michael Katzenmoyer\_\_\_\_\_\_\_\_

Name (Please Print Signature

Director of Facilities & Grounds September 8, 2021

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*