

# NORMANDIE RIDGE

an Albright Care Services Retirement Living Community

**POSITION**  
51-125(17)

**OCTOBER 13, 2017**

**TITLE:** Laundry Attendant

**DEPARTMENT:** Environmental Services

**SUPERVISOR:** Housekeeping Manager

**SHIFT:** 6:00am – 2:30pm

Full time 40 hours/week

**LOCATION:** Normandie Ridge

Every third weekend/holiday

**BRIEF DESCRIPTION:** Responsible for duties that pertain to the laundry of residents' personal clothing and other laundry for the Facility.

**PRIMARY RESPONSIBILITIES:**

- Receives, sort and codes soiled laundry.
- Washes, dries, folds and hangs laundry prior to distribution.
- Maintains daily records of the amount of processed laundry.
- Distributes clean laundry to all wings daily.
- Maintains equipment and the laundry area in a clean and orderly manner.
- Advises the Environmental Services Supervisor of any potential or actual problem which may jeopardize Albright Care Services.
- Maintains a courteous, professional relationship with all other organization staff.
- Recognizes confidential matters and does not divulge confidential information or material to anyone not authorized to receive such information.
- Other duties as assigned by the Environmental Services Supervisor.

**QUALIFICATIONS:**

- High School graduate or its equivalent in training and experience.
- Ability to lift and carry up to 25 lbs. Ability to push and pull equipment. Manual dexterity required to operate laundry equipment.
- Ability to learn proper laundry techniques following established policies/procedures.
- Ability to maintain accurate records, i.e. record laundry weights.
- Ability to communicate effectively.
- A genuine concern and interest in assisting the aging and frail.
- Must be able to pass a physical examination within State and Federal guidelines.

**PHYSICAL DEMANDS:**

- Visual acuity in performance of laundry functions.
- Manual dexterity required to handle equipment.
- Works with various laundry products.
- Potential exposure to communicable disease.
- Stand 90% and walks 10%.