



BROAD ACRES
& COUNTRY TERRACE

JOB DESCRIPTION

LAUNDRY ASSISTANT

Responsible for collecting, sorting, stacking, and distributing laundry in compliance with laundry policies and procedures. Assists in keeping laundry department neat, clean, and orderly. Follows all Broad Acres policies and procedures.

REPORTS TO: Laundry Supervisor

ESSENTIAL FUNCTIONS

1. Sorts soiled linen and clothing in preparation for wash cycle.*
2. Washes and dries linen and clothing according to procedure for each machine.
 - Operates Washers
 - Adds Detergent, bleach and other chemicals as necessary.*
 - Weighs and places loads of similar articles in drum of washers and program machines for wash cycle with proper temperatures.*
 - Transfers washed laundry to extractors or dryers.*
 - Responsible for washing laundry in a manner that will not damage either machines or contents.*
 - Operates Dryers
 - Fills the inner cylinder with wet wash.*
 - Sets a proper drying temperature for linen, personal clothing, etc.*
3. Unloads dry linen and/or clothing into wheeled hampers.*
4. Folds clean linens. Stacks in central linen supply.
5. Separates personal clothing. Folds undergarments, hangs dresses, blouses, shirts, pants, and any other appropriate clothing on hangers.*
6. Distributes clean linens and personal clothing as directed.*
7. Cleans washers and dryers as directed.*
8. Washes linen and clothing from an isolated area separately from general laundry, following proper infection control procedures; uses required protective equipment.*
9. Mops floor of laundry department.*
10. Culls (select) linens that are torn or worn beyond use and reports to supervisor.*
11. Safety
 - Knows and follows facility rules.
 - Demonstrates proper use of equipment. Reports equipment needs or repairs.*
 - Follows facility smoking policies.
 - Reports any incidents or accidents of residents, staff or visitors to the appropriate facility personnel.
- Reports and documents any incidents or accidents to resident/patients, as assigned in facility Disaster Plan.
- Assists in scheduled cleaning duties, in accordance with established standards and procedures.*
- Assists in maintaining all work/storage areas in a clean and properly arranged manner at all times. Signs off on cleaning schedule.*
- Utilizes and cleans equipment correctly and safely.
- Properly disposes of kitchen waste.
12. Follows facility dress and personal hygiene policies.*
13. Attends and participates in in-service classes, performance improvement ("PI") committees, and other meetings as assigned.*
14. Complies with laws and regulations applicable to position and acts in accordance with Broad Acres Compliance Program.*
15. Treats all residents, visitors, and staff with courtesy.
16. Works overtime, holiday, and weekend hours as scheduled.*
17. Resident Rights
 - Knows Resident Rights. Helps the residents/patients exercise and/or protect their rights.
 - Reports resident/patient complaints to management.
 - Maintains confidentiality of resident/patient information.
18. HIPAA
 - Follows and adheres to Broad Acres policies and procedures implanting HIPAA requirements for the privacy and security of protected health information.
 - Uses and/or discloses only minimum amount of Protected Health Information necessary to compete assigned tasks (applies only if position requires access to PHI under Role Based Access).
 - Reports all suspected violation of Company's HIPAA policies or procedures to Facility Privacy Designee.

OTHER DUTIES:

- Mends torn clothing or linens.*
- Assists in marking clothing and linens.*
- Irons or steams garments to remove wrinkles.*
- Performs other duties as directed by facility management.*

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Prior experience working in a long-term care facility a plus.

SKILLS, KNOWLEDGE AND ABILITIES: Meets all health requirements imposed by law. Ability to relate positively, effectively, and appropriately with residents, families, community members, volunteers and other facility staff. Able to read, write, speak and understand English. Motor coordination and manual dexterity to sort clothing and linens, load and unload washers and dryers. Finger dexterity to pick up articles and manipulate them into various types of folds and to set machines. Color vision to ascertain stains and separate colored garments from whites. Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS: The Responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stopping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and / or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature

Date