

Job Class Profile: Laundry Worker III**Pay Level: CG-19 Point Band: 292-315**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 1 | 1 | 5 | 3 | 1 | 2 | 2 | 1 | 6 | |
| Points | 47 | 17 | 32 | 14 | 30 | 43 | 41 | 21 | 64 | 309 |

JOB SUMMARY

The Laundry Worker III performs laundry services using commercial sized laundry machines designed specifically to handle heavy/large loads in a hospital or a centralized laundry facility.

Key and Periodic Activities

- Collects, sorts and weighs large quantities of soiled linens.
- Operates industrial washing machines such as a tunnel washer; checks chemical levels and changes barrels when chemical levels are low; ensures correct chemical formula is selected for each wash cycle; loads and unloads washers; sorts into appropriate bin and delivers to drying area.
- Operates dryer control panels to ensure appropriate drying time for clothes; loads and unloads dryers.
- Operates linen cart washers and washes carts regularly.
- Maintains clean work area and cleans equipment on a regular basis.
- Generates print out of daily and monthly production levels.

SKILL**Knowledge****General and Specific Knowledge:**

- Policies and Procedures.
- Safe Work Practices.
- Laundry Methods, Procedures and Equipment Operation.
- Infection Control Guidelines.
- Material Data Safety Sheets.
- Occupational Health and Safety Guidelines.

Formal Education and/or Certification(s):

- Minimum: High School Diploma.

Years of Experience:

- Minimum: Less than 1 year.

Competencies:

- Ability to follow basic instructions and work processes.
- Ability to apply established techniques to the completion of activities.
- Ability to provide advice to others on how to solve a problem or address an issue.
- Ability to operate machinery.

Interpersonal Skills

- The range of interpersonal skills are used to perform activities such as listening to information from other people; asking questions to get information; providing routine information and direction to other co-workers and/or new employees and gaining the cooperation of other co-workers to complete work, address issues and/or solve problems.
- The most significant contacts are with supervisor for support and direction; co-workers in the completion of daily work activities and with employees from other departments regarding linen requirements.

EFFORT

Physical Effort

- The demands of the job occasionally results in fatigue, requiring periods of rest.
- Lifting or moving objects 25 to 50 lbs. such as bags of laundry and unloading wet linens from the washer is performed on a regular basis and quite often transferring 45gallon barrels of chemicals. Lifting or moving objects over 50 lbs. such as large boxes of linen is performed occasionally.
- Work requires standing or walking on a constant basis in the performance of daily activities. Working in awkward or cramped positions or body movements such as bending, stretching or kneeling occurs when loading and unloading washers and dryers.
- Manual or physical activities include using gross motor skills; using machinery or equipment that requires very controlled movement; and using equipment that requires rapid physical movement and reflexes.

Concentration

- **Visual** concentration or alertness is required to ensure the machinery is working properly and to ensure that there are no steam or water leaks.
- **Auditory** concentration or strain is experienced when working in a noisy laundry environment and listening to machinery for unusual sounds or alarms that may indicate equipment malfunction and listening for announcements and/or interacting with co-workers.
- Other sensory demands include **smell** to identify chemical leaks.
- **Alertness and concentration** are required when performing repetitive laundry tasks such as loading the washer to ensure that no inappropriate items go in the machine which can damage the machine and/or the contents of the load.
- **Time pressures and deadlines** are experienced on a daily basis as the linen carts must be filled to meet proper linen quotas and ready for delivery to various units and departments in accordance with a predetermined schedule. **Interruptions and lack of control over work pace** can result from equipment malfunction or when there is an excessive amount of linens to

be processed.

- **Exact results and precision** are required when selecting the appropriate wash cycle and chemical formula; weighing soiled linens and operating the clothes dryer control panels.

Complexity

- Work involves performing large scale washing work. Tasks and procedures are well defined and are similar/ related in terms of the skills and knowledge used.
- Typical problems, challenges or issues can include equipment malfunctions.
- Reference material to assist in addressing problems, challenges and issues include policies and procedures manual; material data safety sheets; infection control guidelines; and advice and guidance from supervisor, nursing staff and/or co-workers.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly structured and controlled through policies and procedures.
- Daily work activities are performed independently but are subject to quality control checks from a supervisor.
- Without formal approval authority is granted to determine when to dispose of linens that are torn, stained or in irreparable condition.
- Discretion and independence of action is exercised when selecting the appropriate chemical for stain removal and when determining the priority of linen to be laundered.

Impact

- Impacts generally affect the immediate work area; department; organization; and on patients.
- Work activities equipment; processes and systems; finances; health and safety and corporate image.
- Mistakes or errors causing a shortage of linens can result in delays in medical procedures and issues for nursing staff related to direct patient care; financial costs will increase if detergents and other cleaning chemicals are wasted or if equipment is damaged; health and safety issues may occur if protocols for infection control and sterilization are not followed properly and the corporate image will be negatively impacted.
- Errors are typically identified and resolved within hours of problem identification. Quality control checks are in place and linen requirements are established for each unit and department.

Development and Leadership of Others

- There is no requirement for the full time direct supervision of bargaining unit staff.
- May be required to provide advice and/or guidance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as gloves; eye protection; mask; and protective apron.
- The likelihood of injury or illnesses resulting from hazards in the job is limited if health and

safety precautions are followed. .

- There is exposure to unusual/distracting noise from equipment; fumes; hazardous cleaning chemicals; bodily fluids and waste, infectious diseases and odours when handling soiled laundry; wet or slippery floors; and temperature extremes resulting from the heat generated by the clothes dryers.