GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for laundering and mending detainee’s clothing and linen used in the Department of Juvenile Services. Reports to the Support Services Supervisor.

ESSENTIAL JOB FUNCTIONS

Launders detainee’s clothing, bed linens, washcloths, towels and tennis shoes. Performs basic sewing duties for clothing and linen; informs supervisor of items needing replacement. Verifies counts of all laundry items to be washed or mended. Monitors supplies to ensure sufficient availability; requests restocking of supplies; replaces chemicals in washing machine when necessary.

Sorts and folds laundry according to size and identification markings. Distributes laundered clothing and linen or stores as appropriate. Maintains clean and orderly laundry areas. Assists with light cleaning tasks such as dusting or sweeping.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Laundering** - Knowledge of laundering methods, materials, and equipment to include the operation of heavy commercial washing machines and driers. Knowledge of basic mending techniques to include sewing seams, hemming by hand, replacing buttons, and using a sewing machine.
- **Safety** - Knowledge of occupational hazards, safety precautions, and safety regulations related to commercial equipment and hazardous materials associated with laundering clothes.

REQUIRED SKILLS

- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees and the public.
- **Time Management** - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with department guidelines.
REQUIRED ABILITIES

- **Communication** - Excellent ability to listen and understand directions, information and ideas presented verbally or writing.
- **Mathematics** - Ability to perform basic arithmetic calculations.

EDUCATION AND EXPERIENCE

Education and experience equivalent to 6 months to 1 year of related experience.

ADDITIONAL REQUIREMENTS

An acceptable comprehensive background investigation to include a local, state, and sex offender criminal history check as well as FBI Fingerprinting.

This position requires pre-employment medical evaluation, PPD, and substance abuse testing and is subject to random alcohol and controlled substance testing.

Individuals in this job classification cannot be listed as having a child abuse or neglect complaint.

ENVIRONMENTAL HAZARDS

May risk exposure to dust, extreme noise levels, vibrations, noxious odors, chemicals, and moving machinery.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires light to medium work that involves walking or standing virtually all of the time and involves exerting between 10 and 20 pounds of force on a regular and recurring basis; considerable skill and adeptness in the use of the fingers.

SENSORY REQUIREMENTS

This job requires normal visual acuity and field of vision, color perception, sense of smell, and depth and texture perception.