

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Laundry Assistant 3		Class Code: 004AE3
	FLSA Status: Non-Exempt	Salary Schedule: LTC 3	Effective Date: 10-3-14
	Summary Incumbent serves in laundry area of a state facility to assist in cleaning, preparation and drying of clothing and linen.		

Duties:

- Assists in training new employees to do routine laundry tasks;
- Mends clothing and linens;
- Sort and shakes out laundry according to further processing needs;
- Racks all flatwork laundry and feeds into flatwork iron;
- Hangs dresses and gowns on hangers and runs them through steam tunnel;
- Folds and loads all clothing and linens for distribution;
- Operates flatwork iron, steam tunnel, shirt presses, pants presser, dry press, steam press, towel and sheet folder and marking machine;
- Performs general clean up and simple maintenance of equipment;
- Stamps new clothing and linens with facility identification;
- Performs related duties as required.

Job Requirements:

- Knowledge of, and the ability to operate a variety of laundry equipment;
- Ability to perform simple maintenance on all equipment located in laundry area;
- Ability to shake out, rack, press and fold clothing and linens;
- Ability to drive truck as needed;
- Ability to sew and operate sewing machine;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Incumbent must maintain knowledge of a variety of equipment used in laundry processing. Work involves performing a variety of standardized tasks requiring application of established procedures and guidelines.

Responsibility:

Incumbent works under a laundry supervisor who gives instructions on new tasks and general instruction on routine tasks. Incumbent works independently with minimal review, but follows precise procedures in performing duties. Incumbent will assist in training of new employees to perform routine laundry tasks.

Personal Work Relationships:

Incumbent has daily contact with other staff to discuss work assignments. Incumbent has daily contact with supervisor.

Physical Effort:

Incumbent is often standing, walking, bending and occasionally must lift laundry weighing approximately 40 to 100 pounds or push laundry carts.

Working Conditions:

Incumbent works inside the laundry area that is both noisy and hot. Incumbent may be exposed to burns or injury from pressing machinery.