

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Laundry Assistant 4		Class Code: 004AE4
	FLSA Status: Non-Exempt	Salary Schedule: LTC 4	Effective Date:
	Summary Incumbent serves in laundry area of a state facility to assist in cleaning, preparation and drying of clothing and linen.		

Duties:

- 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:

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

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.

Personal Work Relationships:

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

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.