

POSITION DESCRIPTION
COLUMBUS REGIONAL HEALTHCARE SYSTEM

JOB TITLE	LAUNDRY TECHNICIAN
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JOB CODE	0460
DEPARTMENT	LAUNDRY
FLSA (Exempt/Non-Exempt)	NON-EXEMPT
DEPARTMENT DIRECTOR SIGNATURE	
ADMINISTRATIVE DIRECTOR SIGNATURE	
V. P. HUMAN RESOURCES SIGNATURE	
EFFECTIVE DATE	08/10/94
REVISION DATE	08/15/00

DESCRIPTION SUMMARY: Sorts, washes, dries, irons, folds, mends and distributes laundry and linen according to established procedures and par levels.

EDUCATION, CREDENTIALS AND TRAINING:

Required: Ability to read and comprehend simple, verbal or written instructions. Ability to read gauges and measuring devices. Basic computer skills.

Preferred: High School diploma or equivalent, or one to three months related experience and/or training or equivalent combination of education and experience.

EXPERIENCE: No experience required. Given training and on-the-job experience, incumbent should be proficient in the basic aspects of the job within two weeks.

OTHER: Physical stamina. Manual dexterity. Preference for routine and organized activities. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve simple problems by choosing the best solution for the addressed situation.

ORGANIZATIONAL RELATIONSHIPS:

Supervises: None

Reports To: Laundry Supervisor

COMMUNICATIONS: The majority of communications take place within the department and are routine, relating to job assignments or operational matters. Purpose includes giving and receiving information specific to job responsibilities. Requires basic courtesy and helpfulness to carry out responsibilities.

WORKING HOURS AND OVERTIME STATUS: Normally works 6:00 am-2:30 pm, Monday-Saturday. May be required to work alternate schedule or additional hours as the workload demands. Classified as non-exempt for purposes of overtime.

DRESS POLICY: Required uniform. Sturdy close-toed shoes with non-slip soles.

WORKING ENVIRONMENT: Spends almost all of the time working in relatively noisy, unusually hot and humid laundry. Spends some time in patient care areas making deliveries. Constantly works with hot machinery with exposed moving parts. Routinely handles contaminated and potentially infectious laundry and linen. Routine potential exposure to blood borne pathogens. Routinely handles caustic cleaning agents and bleaches.

EXPOSURE DETERMINATION: OSHA requires an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. It is the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to blood borne pathogens

Category 2 includes employees who are not usually exposed, but for whom contact with infectious materials can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to infectious materials during the normal operations of their job duties.

This job is rated as a category 1 (1, 2, or 3).

BIOHAZARDOUS DRUGS: As a health care facility which dispenses drugs, some of which have been identified as hazardous by NIOSH, our goal is to provide training and where necessary, personal protective equipment (PPE) to insure employee safety. *See list of hazardous drugs in Pharmacy Policy Manual, Chemotherapy Preparation section. Warning labels will be used to identify drugs requiring special handling or waste disposal procedures. It is the department's responsibility to train in safe handling and disposal. It is the employee's responsibility to follow policies and procedures, and to report situations and/or make recommendations to improve safety.

It is also the department's responsibility to perform exposure determination for all employees and to list job classifications in one of three categories.

Category 1 includes employees who are routinely exposed to hazardous drugs.

Category 2 includes employees who are not usually exposed, but for whom contact with hazardous drugs can be reasonably anticipated during the course of their duties.

Category 3 is for employees who are not exposed to hazardous drugs during the normal operations of their job duties.

This job is rated as a category (1, 2, or 3).

WORK AIDS: Computer. 60, 85, 200 and 250 lb. washing machines. 150 lb. tumbler dryers. Flatwork ironer. Large piece folder/crossfolder. Small piece folder/jetfolder. Weigh scales. Thermopatch. Label machine and chemical dispensers. Sewing machine. Laundry carts. Laundry chemicals, including spotting chemicals. Mops, brooms, floor scrubbing machine, and chemicals used for cleaning equipment.

KEY ELEMENTS: LAUNDRY TECHNICIAN

Accomplishes specified laundry processing duties in accordance with established schedule, 94-98% of the time.

Follows established procedures in all phases of the laundering process, with no more than 3-6 noted exceptions per year, and no exceptions which render a piece of equipment inoperable.

Accurately fills laundry orders as needed and special requests within 15 minutes, with no more than 3-6 notes exceptions per year.

JOB ACCOUNTABILITIES

1. Performs all steps in the laundering process.

- Collects and weighs soiled linen
 - Sorts articles into groups requiring identical treatment
 - Loads articles into machines and selects appropriate formula/setting
 - Performs specialized operations, such as washing articles from isolation separately, and spot-cleaning articles to remove heavy stains
 - Unloads machines into laundry carts
 - Loads pre-sorted articles from carts into dryer, selects appropriate time and temperature, and promptly removes from dryer when cycle is complete.
 - Monitors flatwork ironer for proper pressure, steam pressure and temperature
 - Positions articles and feeds them onto feeder belt which carries them into machine
 - Works in a team capacity when working with large articles
 - Reroutes stained or damaged articles to wash area or seamstress
 - Delivers finished flatwork to linen room
 - Folds, sorts and stacks linens
 - Inspects finished products for quality
- a. Adheres to established schedule in the processing of linen/laundry.
 - b. Follows established procedures for usage of chemicals and solutions, ensuring proper dilutions and solution rates, being careful not to mix chemicals.
 - c. Follows prescribed universal precautions and infection control procedures when handling soiled or contaminated linen and other items.
 - d. Employs proper body mechanics to avoid personal injury.
 - e. Ensures that linens coming from the wash meet standards for cleanliness, returning them for additional washing when they do not.
 - f. Removes damaged linens and send those that can be repaired to the linen mender, and disposes of those that are too damaged for repair.
 - g. Effectively detects and corrects routine errors in procedures and functions, as they occur, immediately notifying the Laundry Supervisor when problems persist or are non-routine in nature.
 - h. Works effectively with other members of the laundry team, so as to minimize the time and physical effort required to accomplish work schedule.

2. Operates and maintains washers, extractors, dryers, ironer, large and small piece folders, and keeps work area clean.

- Sets timer and temperature controls
- Monitors gauges for proper temperature and pressure
- Cleans lint collectors after every load
- Keeps floors and equipment clean in work areas including soiled linen holding room and sorting room.

- a. Operates and maintains equipment in accordance with established procedures and time frames, so that no injuries, damage or undue wear and tear occurs due to failure to comply.
- b. Properly sets controls on equipment to accomplish specified operation with the highest degree of quality.
- c. Keeps work area clean and neatly organized on an on-going basis, which includes cleaning all carts,(inside and out) including wheels with germicidal cleaner, on a dally basis.

3. Fills laundry orders.

- Gathers daily laundry and linen orders from throughout the hospital
- Pulls, organizes, delivers and stores orders according to par levels.

- a. Accomplishes routine for gathering laundry and laundry orders in accordance with established schedule.
- b. Fills routine and special request orders on a timely basis.
- c. Stores items in proper locations, and organizes storage areas to a neat and orderly condition, as needed.

4. Performs miscellaneous duties as needed.

- Performs other duties as assigned

- a. Accomplishes routine and non-routine miscellaneous assignments in accordance with procedure or instructions, and time frames.
- b. Maintains age specific safety precautions by not blocking hallways or having any small or sharp objects accessible to patients or visitors.
- c. Basic mending using sewing machine.