

## **SENIOR LAUNDRY WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of routine tasks in connection with the cleaning, maintenance, and distribution of linens and medical supplies at a residential health care facility. The incumbent is responsible to determine that adequate linens and supplies are distributed to various floors or units of the facility. Duties of the position will also involve cleaning, altering, and repairing garments, linens, and other fabric articles, determining the manner of mending, refabrication, or waste utilization of worn linens. The Senior Laundry Worker will also assist in assuring the adequate delivery and stocking of medical and other supplies for all units of the facility. Work is performed under general supervision with leeway for independently performing most of the duties of the position. Supervisory leadership and direction may be exercised over other persons assigned to perform laundering duties.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Receives and counts linens and fabrics delivered from outside laundering services;

Distributes specified quantities of linens to nursing units;

Inspects linens for damage;

Follows up and resolves situations involving shortages;

Receives, counts, and sorts all resident personal clothing;

Marks residents clothing to identify what articles belong to each individual;

Assigns work and supervises other persons performing laundering duties;

Checks and records personal property of residents at the times of admission or discharge;

Transfers patients' personal property when room changes occur;

## **SENIOR LAUNDRY WORKER**

**page 2**

Washes restraints, towels, linens, and other fabric articles;

Receives and fills requisitions from nursing units for linens, medical supplies, personal hygiene supplies, or related items;

Inventories supplies and process paper work to order new supplies;

Performs general seamstress duties including both hand and machine sewing;

Assists in assuring the delivery and stocking of medical or other supplies for all units of the facility;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of sewing and laundering methods and equipment; skill in making simple repairs and adjustments of fabrics; working knowledge of type and grade of textiles such as woollens, cottons, linens, and other goods; ability to follow patterns and simple oral and written directions; ability to keep simple records and make reports of daily activities; ability to get along well with others; good eyesight; good motor and hand to eye coordination; and finger dexterity.

MINIMUM QUALIFICATIONS: One year of experience as a seamstress or in a position involving sewing duties.

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Last Reviewed: 11/17/97  
Jurisdictional Class: Non-Competitive  
Public Hearing: Yes  
NYS Civil Service Commission Approval: Yes

Revised and Replaced in Classplan: 3/17/2023