



UNION JOB DESCRIPTION

JD1319

JOB TITLE:	Laundry Distribution Worker	JOB DESCRIPTION NO.:	F.CI.12002J.001/F.NI.12002J.001
CLASSIFICATION:	Laundry Worker II ; Sewing Machine Operator I ; Stores Attendant II	GRID/PAY LEVEL:	F 12
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	12002; 12301; 17002
UNION:	HEU	JOB/CLASS CODE:	SI: 40687; CNI: 12002J
PROGRAM/DEPARTMENT:	General Support Services	BENCHMARKS (If Applicable):	12002; 12301; 17002
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA CI (Cowichan District Hospital; Cairnsmore Place; Chemainus Health Care Centre; Nanaimo Regional General Hospital; Dufferin Place; West Coast General Hospital; Eagle Park; Trillium Lodge;) VIHA NI (Yucalta Lodge) VIHA SI (Gorge Road Hospital; Priory Hospital; Aberdeen Hospital; Glengarry Hospital; Saanich Peninsula Hospital; Queen Alexandra Centre for Children's Health)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

As a part of a multi-site laundry operation, the Laundry Distribution Worker performs a variety of laundry duties and is responsible for day to day linen and personal laundry needs of a designated site, department, program or area, including operating non-domestic laundry machines, mending and repairing garments, and performing a variety of duties associated with the distribution of laundry and linen supplies.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Receives, organizes and prioritizes requisitions from various departments, facilities, and sites, and coordinates the replenishing and distribution of laundry and linens in accordance with established deadlines and schedules.
2. Collects, marshals and assembles soiled laundry and linen and prepares carts, bins and/or trolleys for shipment and delivery to the laundry facility.
3. Collects soiled personal laundry from residents rooms and designated areas.
4. Loads, unloads and operates non-domestic washers and dryers to launder residents personal laundry and specialty items, such as slings and mop heads.
5. Assembles clean laundry and linen. Replenishes and stocks linen carts, bins and/or trolleys to pre-established quota levels specific to each department or site and prepares carts, bins and/or trolleys for delivery to the various departments and sites.

6. Transports carts, hampers, bins and/or trolleys and a variety of supplies and equipment to and from designated areas and various departments. Exchanges full carts with depleted carts.
7. Maintains daily inventory records and prepares related costing documentation to facilitate laundry and linen charges for the various departments and for each separate site.
8. Verifies and communicates routine linen requirements to the laundry operation. Makes recommendations for linen stock acquisition. Resolves most day to day laundry inventory requirements independently, referring unresolved issues to the Manager or designate.
9. Sorts, counts and records linen, and assists with physical inventories by counting and replenishing stock as required.
10. Sorts, folds, irons, mends and repairs residents' personal laundry. Maintains a record of garments belonging to each resident, and reports any items requiring replacement.
11. Delivers uniforms to locker areas, OR bundles to designated areas, and clean personal laundry to residents rooms.
12. Maintains and cleans equipment, such as carts, hampers, bins and/or trolleys.
13. Ensures a safe and healthy working environment by removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
14. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 10, plus one (1) year recent related experience in a commercial or industrial laundry or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to organize work.