UNION JOB DESCRIPTION

JD378

JOB TITLE:	Laundry Senior Aide	**JOB DESCRIPTION NO.:**	40156
CLASSIFICATION:	Laundry Worker II	**GRID/PAY LEVEL:**	F 12
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	12002
UNION:	HEU	**JOB/CLASS CODE:**	40156
PROGRAM/DEPARTMENT:	General Support; Regional Laundry	**BENCHMARKS (If Applicable):**	12002
REPORTING TO:	Lead Hand		
FACILITY/SITE:	VIHA: SI (VGH)		

JOB SUMMARY:

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

Reports to Lead Hand or designate. Supervises designated laundry department staff and performs a variety of laundry duties in the soil sort, finishing and shipping areas. Ensures linen production requirements are maintained.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated staff by coordinating and checking work assignments, providing input into employee appraisals and orienting and training new staff in procedures, techniques and operation of equipment.

2. Directs and participates in the processing of laundry through the various laundry sorting, finishing and shipping functions and ensures production levels and work standards are maintained.

3. Engages in the manual and automated processing of linen items by sorting, handling, feeding, ironing, folding, bagging, counting, recording, packing and shipping linen.

4. Oversees the storage and movement of linens and processes through the designated work area and directs staff as to work assignments and departmental priorities.

5. Liaises with other Laundry Worker IIs, Laundry Worker IIIs and Laundry Worker IVs regarding ongoing operational status and mutual priorities within the laundry production cycle.

6. Participates in occupational health and safety related duties such as implementation of safe work practices, workplace inspections and accident investigations.

7. Monitors and oversees production rates achieved and compares outcomes to objectives.

8. Oversees inspection of linens for damage, staining, rewash or repair, and routes substandard linens accordingly.

9. Ensures that linen production priorities and linen order quotas are completed within the scheduled timeframes to ensure timely delivery to the Hospitals.

10. Reports breakdowns or malfunctions of equipment to Lead Hand and Maintenance Staff.

11. Counts and records linen production levels achieved for documentation control purposes.

12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 plus one year's 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 effectively with others.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize work.
- Ability to supervise.