Laundry Equipment Operator

Job Code 00007096

**General Description**
Responsible for washing and drying all practice and game uniforms of all athletic varsity teams.

**Examples of Duties**
- Wash and dry clothes for PE and athletic dept.
- Exchange faculty/staff laundry in lockers.
- Sew and repair uniforms.
- Fold and clean clothes.
- Monitor soap use and laundry count.
- Clean laundry room and lint filters.
- Answer phone, take messages and give directions.
- Issue clothes and take returns.
- Place holds on students for missing or damaged items.
- Clear lockers of items left by students and remove locks.
- Prepare filing cards, clearance slips, and locker combination cards.
- Issue PE equipment to classes.
- Label PE socks, towels and jocks.
- Provide cash receipts to students for lost and damaged items.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Basic commercial laundry equipment operation; basic fabric contents.

**Skill in:** Interacting courteously on phone and in person; working as a team member.

**Ability to:** Understand written job instructions, policy and procedure manual; prepare phone messages, clearance slips, and laundry reports; perform basic math; lift wet, heavy laundry loads and move large liquid detergent containers.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Revised 09/20/2012