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

Reviewed on 5/17