Laundry Attendant

**JOB PURPOSE:**

Sorts, washes, dries, folds, and stacks linens to be delivered to appropriate storage areas. Operates or tends washing or dry-cleaning machines to wash or dry-clean commercial, industrial, or household articles.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Receives and marks articles for laundry or dry cleaning with identifying code number or name, using hand or machine marker.

Examines and sorts articles to be cleaned into lots, according to color, fabric, dirt content, and cleaning technique required.

Operates equipment and performs routine machine servicing; cleans equipment and machine filters.

Operates, maintains and refills automated cleaning solution station.

Loads and removes items from washer or dry cleaning machine and into extractor or tumbler.

Sorts and counts clothing, linens and other articles; stores, irons and folds, wraps or hangs items for airing, pickup or delivery.

Moves linens, towels, toilet items, and cleaning supplies, using wheeled carts.

Keeps storage areas and carts well-stocked, clean, and tidy.

Performs other tasks as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to interpret and follow simple oral and written instructions.

Knowledge of materials, methods, and the tools used to perform job duties.

Knowledge and ability to operate and maintain the specific tools and machinery used in laundering operations.

Ability to perform work requiring considerable standing and medium-heavy lifting.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**
**Education:** General knowledge at the high school level.

**Experience:** Previous experience preferred but not required.

**Required Certifications/Licenses:**

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors with possible exposure to extreme heat when working with washing equipment. Possible exposure to distraction/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.