

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA & WENTWORTH LODGES – BUILDING SERVICES - LOCATIONS – 701 UPPER SHERMAN AVE., HAMILTON AND 41 SOUTH ST. W., DUNDAS)

### LAUNDRY AIDE - CUPE 5167 (LODGES UNIT)

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

### SUMMARY OF DUTIES

Reporting to the Supervisor, Housekeeping & Laundry Services provides laundry services for residents at Macassa or Wentworth Lodge. These duties include collecting, sorting, laundering, delivering, labelling and mending of linens and personal clothing and other duties as assigned.

### GENERAL DUTIES

Collects, sorts and prepares soiled laundry for pick-up and in-house washing.

Launders residents' clothing and other washable items by hand and machine.

Labels, records and delivers residents' clothing.

Checks, records and labels new linen.

Operates equipment such as washers, dryers, vacuum, labelling and sewing machines.

Performs preventative maintenance on equipment such as cleaning lint traps and machines; records and reports malfunctions.

Stocks and delivers linen carts to wings as per pre-defined quota.

Maintains an inventory of linen; reports shortages.

Maintains records such as dry cleaning costs by outside companies, articles lost and damaged.

Requisitions and maintains an inventory of laundry chemicals and sewing notions.

Mends linens; sews tablecloths and food covers.

Receives and answers enquiries from staff, families and residents.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

- 1. Previous laundry experience normally acquired through a combination of education and relevant work experience.
- 2. Previous laundry experience working in a health-care facility.
- 3. Previous experience operating commercial/industrial laundry equipment such as washers, dryers, sewing machines and labelling machines.
- 4. Must be physically capable of lifting/carrying 13 kilograms and pushing/pulling using up to 18 kilograms of force.
- 5. Demonstrated ability to read and understand written and verbal instructions.
- 6. Must be respectful of confidentiality at all times with a demonstrated ability to communicate clearly and relate to peers and seniors in a Long-Term Care facility in a professional and respectful manner.
- 7. Demonstrated knowledge of laundry methods, materials and equipment.
- 8. Demonstrated ability to absorb a suitable course of in-service training.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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