

INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA
JOB DESCRIPTION

JOB TITLE: Laundry Worker

CLASSIFICATION: Custodian

REPORTS TO: Manager of Facilities or
Supervisor of Building and Grounds

DATE PREPARED: March 1999

PURPOSE: To provide neat, clean, safe, and sanitary laundry to user department in a timely manner in order to meet School District needs.

DUTIES AND RESPONSIBILITIES:

1. Wash and dry towels and other delivered laundry in such a manner that it is clean and its life is prolonged to aid teachers and students.
2. Operate and maintain laundry equipment such as washers, dryers, extractors, and other laundry equipment as required to meet School District needs.
3. Maintain records as required for proper delivery, sorting, and returns.
4. Order and maintain supplies to complete laundry tasks in a timely measure.
5. Responsible for the cleaning and maintenance of unique equipment and systems such as but not limited to boilers, cooling towers, geo-thermal systems, heat pump systems, irrigation systems, septic or sewer systems, swimming pools, water chiller systems, wells, etc.
6. Other job related duties as assigned.

MINIMUM OUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Posses and maintain valid driver's license, with class stipulated by the School District.
3. Posses and maintain valid appropriate certifications and licenses, as stipulated by the School District and/or local, state or federal regulatory agencies, in order to maintain and operate building equipment and/or systems.
4. Be able to read, understand and write instructions associated with the equipment and supplies used and prepare reports required of the position.
5. Must be a self-starter and able to produce work with minimum supervision.
6. Must be willing and able to work hours other than the regular shift as needed including overtime assigned to the employee, such as weekends, holidays, etc.
7. Regularly able to lift objects in excess of fifty (50) pounds.
8. No allergies to chemicals.
9. Pass physical examination, if required
10. Entry level position, no experience required.