



**POSITION TITLE:** Laundry Assistant

**DEPARTMENT:** Clothing & Hygiene Center

**REPORTS TO:** Director of Social Services

**POSITION SUMMARY:** Under the supervision of Director of Social Services, this position is responsible for the daily operations of the Laundry Room, ensuring that clothes and household linens are laundered and both Women's and Men's Clothing Department are well stocked.

**SALARY RANGE:** \$11.00 - \$12.00/ HR

**SCHEDULE:** Monday – Friday, Full Time, non-exempt.

**POSITION REQUIREMENTS**

**EDUCATION:** High school diploma, GED or its equivalent.

**EXPERIENCE:** Some work experience in clothing retail and/or laundry services.

**POSITION KNOWLEDGE:** Understanding of basic operations of laundry equipment. The ability to work efficiently in ensuring that necessary clothing items are cleaned.

**PHYSICAL & MENTAL:** Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting and climbing.  
Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-50 pounds.  
Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision  
Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person  
Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death  
Environmental: frequent work in a laundry room environment, occasional exposure to varied weather conditions.

LICENSE: Must possess a valid California identification,

#### PRINCIPAL DUTIES

1. Ensures that clothing and household linens are washed, dried, wrinkle free, in good state and sorted to be delivered to the appropriate department
2. Ability to train and offer support to volunteers that are assigned to assist in the department.
3. Identify safety issues and inform supervisor immediately.
4. Ensures that laundry room is maintained and cleaned in a manner that ensures a safe work environment for all.
5. Ensures that product inventory is rotated and utilized in an efficient and appropriate manner and informs supervisor of any product needs.
6. Ensures that all cleaning equipment and materials are maintained in a safe, clean and efficient condition and inform supervisor of repair and replacement.
7. Possess excellent communication skills.
8. Sufficient strength and stamina to maneuver items weighing up to 50 lbs.
9. Ensures that volunteers follow all rules, policies, procedures of St. Mary's Dining Room.
10. Performs general duties as requested.
11. Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues, and restoring human dignity to over 700 individuals each day.

Jdlaundry