

**I. Position**

Laundry Attendant (3.9)

**II. Related Titles**

Laundry Worker

**III. Essential Functions**

Clean and iron soiled linen.

**IV. Additional Responsibilities**

- 1  Empties linen hampers; receives soiled linen
- 2  Separates and counts linen
- 3  Loads and operates washers
- 4  Loads and operates dryers
- 5  Presses linen immediately after drying
- 6  Folds and stores linen by type
- 7  Cleans laundry room and linen room
- 8  Takes linen inventory periodically and reports shortages
- 9  Lubricates laundry machines as required
- 10  Requisitions laundry supplies

**V. Reports to**

Laundry Manager

**VI. Supervises**

No supervisory duties are included in this position