



Job Title: Laundry Driver

Department: Plant Operation
Reports To: Plant Operation Manager
Grade: MT-08
Number of Days: 12 Months
Security Access: None
Current Date: February 20, 2014
Overtime Status: Non-exempt

Job Objectives: To support the needs of Plant Operation Office to ensure laundry is pick up laundered and deliver to sites and departments clean and in a timely manner.

Minimum Qualifications:

- High School Diploma or Equivalent
- Current Drivers' License

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for picking up and delivering all laundered items to and from the schools.
- Responsible for washing, drying and folding, the towels, linens, mops, rags and school uniforms on a daily as scheduled.
- Responsible for keeping all laundered items sorted, bagged and delivered back to the site where it was picked up.
- May be required to fill in for the Laundry Foreperson in his/her absence.
- Assist sites with cleaning carpets during the summer months.
- Assist with emergency calls including but not limited to: floods, power outages, fire clean up, etc.
- Clean and maintain the carpet cleaning equipment and other equipment.
- Assist in the cleaning of the sidewalks and entrances of ice and snow (Maintenance and sites).
- Notify Laundry Foreperson of all emergencies.
- Other duties as assigned by the Plant Operations Manager.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent Driving Skills.
- Know Directions.
- Excellent Communication.
- Lift 50#, Bending, Stooping, Reaching, Pushing & Pulling.

- Self Starter.

Supervisory Responsibility: None.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Will be required to drive in inclement weather and operate industrial equipment.

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