

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Laundry Attendant
Job Code: 8615
Pay Grade: 34
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Under general supervision, performs work of routine difficulty in laundry control and supply in an institutional laundry room.

ESSENTIAL FUNCTIONS:

- Picks up, receives, sorts, counts, inspects, launders, folds, ties, and bags laundry.
- Checks incoming laundry for identification markings.
- Pre-rinses heavily soiled items.
- Operates washing machines and clothes dryers.
- Sorts laundered articles according to identification markings for distribution.
- Delivers laundry to various areas of the institution.
- Re-stocks clothing in detaining room shelves.
- Mends clothing as needed, operating a sewing machine.
- Removes lint buildup from clothes dryers.
- Connects cleaning solutions to washing machine dispensers.
- Maintains records of linen/clothing/uniforms issued, washed and returned.
- Maintains updated inventory log of laundry room and clothing storage using a computerized inventory system..
- Maintains cleanliness of laundry room and inventory storage room.
- Maintains annual training requirements, as outlined by the courts.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of laundry room equipment and machinery.
- Must have knowledge of the practices of laundry room operations and safety procedures.
- Must have some knowledge of computers and how to use windows based software.
- Must have skill in operating washing and drying machines.
- Must have skill in following verbal and written instructions.
- Must have skill in establishing and maintaining effective work relationships.
- Must have the ability to effectively communicate with the supervisor and coworkers.

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent G.E.D. certificate required and some work experience in a structured work environment. OR any combination of experience, training and/or education approved by Human Resources. A minimum of 21 years of age is required to work with and give direction to juveniles in detention.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Perform duties within a correctional environment washing large loads of laundry. Must be able to independently move and manipulate heavy objects up to 50 lbs. or less

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Detention Support Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 03/1979
Revised: 12/27/2004, 07/01/05, 10/26/07, 5/8/09; 05/15/12; 09/08/13

Approved by:		
	Hiring Authority	Date
	Deputy Director, Human Resources	Date