

Position Code: 4025	FLSA Status: Non-exempt
Pay Code: 1	EEO Category: 8

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to process and distribute laundry. The class is responsible for assigned laundry. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Loads and monitors laundering machines.
- Adds specified amounts of detergent, bleach, or other cleaning agents.
- Lifts clean, wet articles of clothing from washing machines and places into dryers; adds softener as required.
- Removes and sorts dried articles from dryers; folds clothing and places into appropriated area.
- Stocks laundry supplies as directed.
- Cleans lint traps on dryers.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Serves others, such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Makes a few decisions, affecting only the individual.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires instruction that is sufficient for satisfactory job performance.
Experience	None required.
Special Certifications and Licenses	None required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.