Pennington County Sheriff’s Office Job Description

**Job Title:** Laundry Aide  
**Division:** Addition Treatment Services  
**Reports To:** Housing Director  
**Grade:** 7  
**FLSA Status:** Non-Exempt  
**Approved Date:** 6/9/2016

**Job Summary**  
The Laundry Aide must provide a supply of clean, disinfected linens and clothes for clients use at all times. They are to keep all laundry clean and washed in a manner, which will preserve color and fabric, and avoid contamination and spreading of bacteria. They will also keep linens and clothing washed, dried, folded and stored in designated areas on a daily basis, as well as to keep laundry area and equipment clean.

**Essential Duties and Responsibilities**

- Will be required to handle and transport multiple heavy loads without assistance.
- Must comply with Blood-borne Pathogen Exposure Control Policy when applicable.
- Must keep separate linen carts for transporting of soiled and clean linens.
- Must report any contraband found immediately to supervisor.
- Will use germicidal agents on all linens.
- Will keep equipment and laundry area clean.
- Will wash, dry, fold and store laundry in appropriate places.
- Will report repairs and equipment problems immediately to your supervisor.
- Must take full responsibility of laundry service.
- Performing other duties assigned

**Minimum Requirements**

- High School Diploma or GED
- 1 year laundry or housekeeping experience
- 1 year demonstrated experience in a multi-tasking role

**Working Environment**

- Must work in hot and damp environment.
- Must work with various cleaning chemicals and solutions and comply with agency policy and procedures.
- Must be qualified to operate various kinds and types of laundry equipment safely and properly.
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Physical Requirements
This position demands good physical and mental health. The Laundry Aide will be required to lift, carry, walk, sit, push, pull and work a flexible schedule. The Laundry Aide must be able to move continuously during work hours. Must be able to lift and/or carry 30lbs continuously and up to 50lbs several times per day.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.