

LAUNDRY WORKER

Rev. June 2023

Job No.: Z210

Reports to: HS Athletics Coordinator

Dept./Campus: Athletics

FLSA Status: Non-exempt

Pay Grade: Z2

Term: 260 Days

PRIMARY PURPOSE:

To follow routine laundry, cleaning, and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

MAJOR RESPONSIBILITIES AND DUTIES

- Perform tasks in laundry process to include, but not limited to, sorting laundry, loading/unloading washer, and dryers, folding and stacking laundry.
- When laundry is complete, cleaning will be assigned including, but not limited to, the following: develop and maintain a cleaning schedule that will include floors, windows, furniture, and sporting equipment (ex. football shoulder pads, weight room equipment).
- Support the Custodial Team in the summer cleaning duties, for a four-week period, to be determined by the Athletics and Custodial departments.
- Report promptly to the campus Athletics Coordinator or other coach, Principal or Custodial Area Supervisor, any acts of vandalism, defects, or accidental destruction that may prove injurious to students and staff.
- Assist in maintaining an inventory of supplies and equipment and order additional supplies as needed.
- Ensure the building is opened on time each day.
- Monitor and report any malfunctions of the heating, cooling, and ventilation systems to the principal or Plant Services.
- Coordinate and assist moving furniture and equipment as required.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- General experience in custodial or cleaning work.

Knowledge/Skills/Abilities:

- Knowledge of cleaning techniques and procedures.
- Skill in the use of laundry products and chemicals.
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures; operate cleaning equipment and lift heavy equipment; and properly handle cleaning supplies.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Must move about inside the building to perform laundry work.
- Constantly positions self to be able to reach items on floor or above head.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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- Frequently moves laundry or other supplies weighing up to 50 pounds.
- May be exposed to high temperatures around laundry equipment.
- Work inside building approximately majority of the day.
- May be exposed to strong smells from cleaning solutions.
- May be exposed to intermittent sounds of a loud nature.
- Must be able to physically perform major responsibilities and duties.
- Must be able to maneuver stairs, ramps, and lifts.
- Maintain composure and professionalism at all times.