

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No:</b> 574-210-2116-902	<b>Date:</b>
<b>Class:</b> Laundry Worker-Permanent Intermittent	<b>Name:</b>
Under the supervision of the Hospital General Services Administrator. Duties and responsibilities include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Pick up soiled laundry, sort and prepare laundry for transportation to main laundry cleaning areas. Distribute clean laundry to all areas of facility as needed. Clean linens will be delivered to the Skilled Nursing Facility (SNF), Intermediate Care Facility (ICF), Ambulatory Care Clinic (ACC) and Domiciliary (DOM) daily, or as required. State linen will be stored, inventoried, and monitored in Clean Linen Rooms. Your duties require you to: maintain clean and organized work areas, report all safety, sanitation, OSHA, CFR Title 22, and CFR Title 8 deficiencies. Coordinate with the nursing units to wash and dry resident's personal laundry. Complete related documentation relevant to Laundry Operations.
30%	Assist other personnel with the operation and maintenance of the main facility linen room and member laundry rooms. May iron, load and unload small dryers. Inspect and maintain all linen rooms throughout the facility. Ensure facility draperies and patient room privacy curtains are on a cleaning schedule, order new draperies and curtains when needed and send them out to be laundered. May install and remove curtains and draperies as needed.
10%	Prepare reports, order supplies/linen and assist in other related areas, attend in-service training, on-the-job and other Relias training.
10%	Perform routine day-to-day housekeeping tasks required to maintain a safe and clean work area. Promote and enforce safety rules and regulations including linen control. Ensure all federal, state and institution rules, policies and regulations regarding sexual harassment are adhered to. Maintain safety consciousness and awareness with special attention to factors such as: <ol style="list-style-type: none"> <li>1. Phone numbers to dial in emergency situations.</li> <li>2. Alternate measures of summoning aid when phone is not available.</li> <li>3. Location of the nearest fire extinguisher at locations where you spend most of your day.</li> <li>4. The need to report any safety hazards that you observe.</li> </ol>
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

<b>Position No: 574-210-2016-902</b>		<b>Date:</b>			
<b>Class: Laundry Worker-Permanent Intermittent</b>		<b>Name:</b>			
<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> Ability to read chemical labels, in-service and training materials.					X
<b>HEARING:</b> Interaction with staff, residents and visitors; answering telephone.					X
<b>SPEAKING:</b> Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
<b>WALKING:</b> Prolonged walking.					X
<b>SITTING:</b> Occasional.		X			
<b>STANDING:</b> Push carts, deliver linen.					X
<b>BALANCING:</b> Stand, push laundry carts.					X
<b>CONCENTRATING:</b> On tasks.					X
<b>COMPREHENSION:</b> Read and understand chemicals labels used in facility, rules and regulations; instructions from supervisor, training materials.					X
<b>WORKING INDEPENDENTLY:</b> Ability to work with minimal supervision					X
<b>LIFTING UP TO 10 LBS:</b>					X
<b>LIFTING 10-25 LBS:</b>					X
<b>LIFTING 25-50 LBS:</b>				X	
<b>FINGERING:</b> Dial telephones, fold laundry/linen.					X
<b>REACHING:</b> The ability to reach up, down, forward, and above.					X
<b>CARRYING:</b> Carry linen.					X
<b>CLIMBING:</b> Stairs.		X			
<b>BENDING AT WAIST:</b> Pick up laundry/linen				X	
<b>KNEELING:</b> Kneel or squat on floor.		X			
<b>PUSHING OR PULLING:</b> Movement of laundry carts and open and closing of doors.					X
<b>HANDLING:</b> Handle clean and soiled linen.					X
<b>DRIVING:</b> Electric cart.		X			
<b>OPERATING EQUIPMENT:</b> Operate washer and dryer.					X
<b>WORKING INDOORS:</b> Laundry areas.					X
<b>WORKING OUTDOORS:</b> Deliver laundry to various buildings.			X		
<b>WORKING IN CONFINED SPACE:</b> Linen room, conex and storage closet.				X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_