**Laundry Technician I Standard Job Description**

**Classification Title:** Laundry Technician I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

**Minimum Pay:** $15.85

**Job Description Summary:**

The Laundry Tech I performs laundry services for hospitals and other labs, and safely operates various sterilization equipment. Responsibilities include washing, drying, folding, and ironing of laundry items, wrapping items for sterilization, and operating various sterilizing equipment.

**Essential Duties and Tasks:**

**40%: Laundry Duties**

* Operates commercial washer and dryer.
* Washes, dries, and folds laundry items for the Small and Large Animal Hospitals and other labs.
* Folds and organizes scrubs, lab coats, towels, and other laundered items into tidy groups to be transported.
* Irons and hangs clothing items.
* Documents proper load information.
* Assists with training new team members.

**15%: Sterilization Duties**

* Sterilizes instruments and other items using a variety of sterilization methods following proper sterilization protocols.
* Runs testing cycles on sterilizers as well as running and returning biological indicators. Documents proper load information.
* Assists with training new team members.

**10%: Maintain Safe, Clean, Sanitary Work Environment**

* Maintains a sanitary and well-organized service area.
* Uses proper PPE and follows safety guidelines when handling soiled/infectious items. Performs daily, weekly, and periodic cleaning of the areas.
* Leaves the department clean at the end of the shift.
* Learns MSDS guidelines of chemicals used within the service and use proper chemicals for cleaning.
* Disinfects washers, dryers, and autoclaves.
* Cleans the filters of washers and dryers.
* Properly changes chemicals as needed.

**5% Intake and Distribution**

* Picks up soiled linen from and distributes clean items to the appropriate departments.

**5%: Billing**

* Assists with record keeping of items being processed for other labs.
* Enters charges for departments outside of the VMTH.

**5% Required Training, Compliance, and Administrative Procedures:**

* Restocks supplies.
* Maintains and remains current with all required training by Texas A&M and VMTH.
* Follows all Texas A&M and VMTH policies and procedures.
* Enters all time and leave requests to the direct supervisor promptly.
* Communicates via various media throughout the shift or while on-call according to protocol (ex: text, Microsoft Teams, GroupMe, e-mail, etc).
* Assists in maintaining compliance for AAHA/AVMA/IACUC/AALAC/USDA surveys. Troubleshoots equipment and reports unresolved issues to the designated resource or supervisor.
* Follows protocols and policies to request supplies.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or an equivalent combination of education and experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Basic computer skills in word processing, spreadsheets, and billing entry.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Industrial Washer
* Industrial Dryer
* Steam Autoclave
* Iron
* Personal Computer

**Physical Requirements:**

* Ability to lift and move heavy loads.
* No inhibiting allergies to animals, hay, or dust.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Requires working alternate shifts, holidays, weekends, or ‘on call’ duty.
* Willing to work a flexible schedule and understand the need to work occasional overtime when necessary.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**