**Laundry Technician II Standard Job Description**

**Classification Title:** Laundry Technician II

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

**Minimum Pay:** $18.23

**Job Description Summary:**

The Laundry Technician II performs laundry services for hospitals and other labs and safely operates various sterilization equipment. Coordinates daily duties of team members, trains new team members, washes, dries, folds, and irons laundry items, wraps items for sterilization, and operates various sterilizing equipment.

**Essential Duties and Tasks:**

**40%: Laundry**

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

**15% Service Coordination**

* Independently assigns other technicians’ daily duties; coordinates and organizes the laundry schedule.
* Answers service management questions and oversee floor efficiency.
* Makes fair and consistent assignments, taking into consideration team member competency. Communicates with team members concerning changes in their assignments.
* Facilitates team members receiving meal breaks and verify time lengths are adhered to.
* Serves as a resource person to team members using their advanced knowledge of techniques, procedures, equipment, and supplies.
* Makes rounds to ensure duties and assignments are completed by team members in a timely and efficient manner.
* Demonstrates and promotes the professional practice of all team members.
* Coordinates and participates in the orientation and training of all new team members in all areas of responsibility.
* Schedules team members to have adequate time to complete their assigned duties.

**10%: Sterilization**

* 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.

**5%: Maintain safe, clean, sanitary work environment**

* Maintains a sanitary and well-organized service area.
* Uses proper PPE and follow 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%: 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.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Basic computer skills in word processing, spreadsheets and billing entry.

**Machines and Equipment:**

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

**Physical Requirements:**

* Ability to lift and move heavy objects.
* 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.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* May require working alternate shifts, holidays, or weekends

**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**