

## POSITION DESCRIPTION SUMMARY

**PD Tracking** 25459  
**Series, Title and Grade** 7304 Laundry Worker WG-02  
**Department** Veterans Affairs

### Introduction Statement

This position is located at a Department of Veterans Affairs facility. The work involves receiving, sorting, and marking soiled linen and apparel; processing flatwork and roughdry items; assembling and issuing clean laundry. This includes classifying and marking, shaking out wet laundry; feeding into the flatwork ironer; catching, folding, and stacking ironed flatwork; folding roughdry laundry; sorting by identification number; wrapping bundles.

Laundry jobs involve primary skills of loading, unloading, and operating washers, extractors, and tumblers, or pressing shirts and garments.

### Major Duties

**Sorts:** Receives tickets for one lot arranged in numerical order. Places tickets in bins or hangers in sequence. Sorts various groups of garments and linens into bins by matching identification symbols. Checks numbers of items against those indicated on ticket. Places assembled bundles on conveyor for wrapping.

**Marks individual bundles:** Decides on the correct identification to be used according to set procedure; sets marking machine by pressing keys; stamps mark on laundry ticket and all unmarked laundry items; checks number of items on ticket against those submitted; notes on the ticket numbers of items that do not agree with ticket; nets small items such as socks; keeps lot numbers separate. Cleans and inks marking machine as required. Maintains production counts.

### Factor

#### Skill and Knowledge

Duties involve several tasks performed in a sequence repetitively. For this work the employee reads laundry tickets, do simple counting, alphabetize or put numbers in order. Accuracy in following procedures is needed to avoid loss of items or mistakes in pricing.

#### Responsibility

The employee uses some judgment in doing the work according to set procedure; e.g., seeing that laundry tickets agree with the number of items in bundles; deciding what identification symbol(s) to use; sorting laundry by the washability of fabrics. Quality of the employee's work is determined through spot check and complaints from other laundry units or from customers. The supervisor takes care of problems and checks to see that production quotas are met.

#### Physical Effort

Workers must stand or walk continuously on concrete floors. While they do not usually have to keep pace with machines, they need a certain amount of quickness in hand and arm movements to meet production standards. Most of the jobs require workers to frequently lift bundles weighing up to 25 pounds; however in receiving and shipping, occasional lifting of bulk bundles weighing over 30 pounds is required.

#### Working Conditions

Laundries are extremely noisy and usually hot and humid. Workers are exposed to the possibility of bruises from carts or machinery. If required to sort laundry from patients with contagious diseases, workers wear protective masks, gloves, and gowns. When working in the

receiving area the employee may be exposed to drafts from open doors.

**Position Classification Standard Used**

Laundry Working, 7304, TS-2 September 1968