

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **LAUNDRY AIDE**

SUPERVISOR: Maintenance Custodial Supervisor / Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Keep a daily record of all work and count every piece of laundry per day for the purpose of accountability of the school's assets.
2. Keep a record of all items used in each sport and work with coaches on lost items to account for uniforms and materials.
3. Order supplies and towels as needed for the purpose of keeping all supplies in stock and the schools functioning efficiently.
4. Clean the laundry area regularly to ensure a safe work environment.
5. Manage job duties with mobility, agility, and dexterity to maintain an effective work schedule.
6. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, carry, pull or push objects or materials and lift up to 30 pounds on a daily basis.
3. Requires stooping, bending, kneeling, reaching and turning.
4. Must work in and around dust, fumes and odors.
5. Must work in a noisy environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008

