



***Kulana Malama***  
***JOB DESCRIPTION***

**POSITION:** LAUNDRY TRUCK DRIVER/WORKER

**STATUS:** Non-exempt  
Various shifts (day, evening, night)  
Full-Time, 8 hours/shift; 40 hours/week (1.0 FTE)  
Casual, Call-In

**REPORTS TO:** LEAD LAUNDRY WORKER/PLANT MANAGER

**POSITION SUMMARY:**

Transports laundry items to and from nursing facilities in company vehicle as scheduled or directed in accordance with current applicable federal, state and local standards, guidelines and regulations. Follow established policies and procedures and as directed by supervisor to assure safe and efficient transport system of soiled and clean laundries. Performs basic vehicle and equipment inspection and maintenance including, but not limited to safety checks, insurance, registrations and any special licenses as required. Will perform laundry related functions once all transport activities are done. Responsible for cleaning and up keeping of the vehicle. May perform or assist with other duties as required.

**WORKING CONDITIONS:**

Works in indoor/outdoor environment. Frequent exposure to potential chemical hazards and toxic substances when using cleaning liquids, solvents and solutions, to potential biological hazards, including blood and/or bodily fluids, when cleaning, and to potential physical hazards, including slips, trips, and falls, when operating housekeeping or cleaning equipment. Work also exposes employee to dust, mold, fumes, noise, noxious odors, gases, and occasionally to adverse weather conditions. Work requires frequent use of proper safety clothing, footwear, and personal protective equipment (PPE) and compliance with safety procedures.

**EQUIPMENT USE:**

Operate company truck and equipped accessories. Handles and manages safety equipments inside the truck cargo. Operate laundry carts and cart accessories. Uses and operates washer, dryer, extracting, folding and pressing machines. Uses automated telephone system, adding machine and copier. Utilizes chemical dispensing system for laundering or cleaning and all other equipment of institutional laundry facility. May occasionally operate janitorial tools and equipment such as power washer, scrubbing machine, vacuum, mopping system, sweeping tools and utilizes appropriate safety and personal protective equipment as required.

**WORK HOURS:**

Generally forty (40) hours/week, weekdays, weekends and holidays according to operation needs. Additional work hours maybe required, as necessary. Works beyond normal working hours and on weekends/holidays as needed. Maybe required to take on call 24 hours as needed.

**MENTAL DEMANDS:**

Duties require attention to details, alertness, problem solving, sound judgment, concentration and tolerance to stress. Should have planning and organizational ability to prioritize jobs. Frequently work with changes in demands and with emergency situation requiring prompt action. Ability to make independent decisions, follow instructions and accept constructive criticism. Chemical labels and directions for use of product strictly adhere to. Requires ability to do simple mathematics and basic measurements in inches, feet, yards ounces and pounds. Expected to complete work within time requirements /demands. Require some problem solving and the ability to make some independent decisions. Subject to frequent interruptions and may need to reschedule or reassign duties. Must be able to tolerate working under pressure.

**PHYSICAL DEMANDS:**

Constant sitting, standing, walking, bending, stooping, pushing, pulling, reaching, crouching, kneeling, fingering, stretching, climbing, lifting and carrying. Frequent loading and unloading movements. Occasional running, pushing up to 250 pound; pulling 250 pounds; must be able to lift, pull and move 50 to 75lbs. pounds. Have depth perception to safely handle commercial laundry machines and equipments. Possess hearing/sight senses to hear



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sounds, malfunction problems and warning devices. Must be able to differentiate between biohazard and general trash. Must be able to assist evacuation in emergency situation.

**COMMUNICATION DEMANDS:**

Daily routine and assignments are read and followed through on a daily basis. Speaks clearly and distinctly. Writes legibly to perform required documentation. Interpret and follow written and spoken instructions. Communicates with facility personnel as required. Must be able to relate information concerning problems with the company vehicle, staff, operation issues and equipment issues. Must have understanding of good customer service.

**QUALIFICATIONS / REQUIREMENTS:**

- Minimum high school education or equivalent.
- Current Hawaii Drivers license required.
- Clean motor vehicle report/abstract preferred.
- Previous commercial driving experience preferred.
- Knowledge of some institutional laundry work preferred.
- Basic mechanical background preferred.
- Patience, flexibility and tact required.
- Ability to work independently without constant supervision required.
- Must be conscientious, frugal and have common sense.

**A. SPECIFIC JOB DUTIES AND FUNCTIONS:**

1. Operates company laundry truck safely and in a courteous manner to transport laundry.
2. Adhere to company and the department infection control procedures and guidelines.
3. Follow established driving rules and regulations according to manufacturer specifications as well as OSHA, federal, and state guidelines.
4. Follow all established guidelines when handling clean linen; such as drying ironing, folding and storing.
5. Picks up and delivers linen to other company facilities.
6. Load and unload laundry carts to and from specific locations.
7. Reviews and follows daily scheduled tasks.
8. Must maintain daily-required logs.
9. Ensures current vehicle insurance, registration and other required items are in the vehicle.
10. Keep the company vehicle clean inside, outside and follow routine scheduled washing, maintenance and service.
11. Reports accidents or incidents to supervisor immediately or as safely as possible.
12. Complete accident/incident reports in a timely fashion as required.
13. Operates commercial grade washing machines, dryers, extractors ironer, steamers and folders.
14. Assist laundry workers in sorting, straightening clean linen for finishing, pressing, folding, stacking and packing.
15. Assist in storing and securing of supplies, materials and equipments.
16. May perform janitorial services and operate various types of powered cleaning equipments.
17. Work effectively with supervisor.
18. Perform various labor duties as required.
19. Attends and participates in meetings and committees as requested.
20. Performs other duties as required.

**B. OTHER JOB FUNCTIONS AND DUTIES:**

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME/ SIGNATURE