

STATE OF NEBRASKA CLASS SPECIFICATION
LAUNDRY WORKER I

EST: 09/78 - REV: 07/10
CLASS CODE: M79111

DESCRIPTION: Under direct supervision, performs entry level routine work in the operation of laundry equipment and processing of laundry. Employees in this class perform duties in an established sequence consisting of several tasks. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: This is the first level in a series of three classes (Laundry Worker I, II and Supervisor). This class is distinguished from the II level by the scope and level of duties assigned and the independence with which the II level works. A Laundry Worker I performs basic steps according to specific instruction/direction from a II or Supervisor. The II level is semi-skilled in the process of laundering all types of articles and in the operation of all laundry equipment. The I level is distinguished from the Supervisor by the lack of supervisory responsibilities at the I level.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Picks up and delivers laundry.

Sorts laundry, loads and unloads washing - drying machines.

Finishes laundered articles, using hand iron, pressing machine, or by feeding and folding flatwork on flatwork ironing machine.

Sorts, folds, counts, bundles and weighs laundry and places in appropriate storage bin.

May perform related tasks such as mending or altering articles.

Maintains cleanliness of area.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Ability to: learn the operation of washers, tumblers, presses and ironers; textiles and their reaction to soaps, water temperatures and machine washing; safety precautions; stand for long periods of time and work in high temperatures and humidity; understand spoken and written instructions; establish effective working relationships with others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Must be at least 18 years of age.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).