

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Laundry Assistant (H03)**

Job Family: 04

Department: Kauri Sue Hamilton School

Lane Placement: 2

Supervisor's Title: Principal

Contract: Non-Benefited

FLSA Classification: \_\_\_\_\_ Non-Exempt \_\_\_\_\_

Hours per Day: Varies

Original date: 03/94 Revised: 01/05 Revised: 07/15 Revised: 04/23**GENERAL FUNCTION**

Under the supervision of a school principal and/or classroom teacher, the Laundry Assistant will collect, wash, dry and fold laundry. Will return laundry to the appropriate location. May clean and disinfect classrooms, equipment or other items as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Collect laundry from the areas within the school.
- Wash and dry laundry.
- Fold and disperse laundry, as faculty and staff require laundry replacements.
- Will assist in washing dishes as needed.
- May perform one or more of the following specific duties as assigned (e.g. supervise students on the playground or job site; clean and disinfect classroom, equipment and other items as needed; etc.)
- May be asked to assist by preparing materials/facilities for classroom instruction as directed (e.g. make copies, assemble materials and/or assist with minor general clerical duties).
- Maintain effective and positive communication with teachers, students, patrons, volunteers and District employees.
- Maintain confidentiality of student or District information by following district policies regarding confidential information.
- This position requires punctual and regular daily attendance at assigned work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Experience working with students with disabilities preferred. Experience washing, drying and folding laundry preferred.

- Must demonstrate competence in reading, writing and math.
- Requires basic knowledge of laundry machines, dryers, etc.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Incumbent will operate a commercial washer and dryer. Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is occasionally required to speak and/or hear. The assistant is frequently required to stand and walk; occasionally required to sit; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is frequently required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*