

Class Specifications  
for the Class:

LAUNDRY HELPER I  
BC-02; BU:01

Duties Summary:

Performs hand ironing, and operates mangles and dryers in a laundry; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the Laundry series. This class differs from that of Laundry Helper II in that the Laundry Helper I performs hand ironing, operates mangles and dryers, and performs related duties under supervision and may occasionally instruct or oversee the work of others; whereas the Laundry Helper II, in addition to performing the duties of a Laundry Helper as the major work assignment, supervises a group of employees, inmates or patients in laundry helper work as a continuing work assignment.

Examples of Duties:

Receives, checks, and sorts incoming laundry; hand washes delicate fabrics; irons by hand or machine; folds linens, blankets, bath towels and other laundered items; may operate washers under supervision; may operate delivery trucks in collecting and distributing laundry; may mend and do simple sewing; may assist in the preparation of laundry solutions; and may occasionally instruct or oversee the work of others.

Minimum Qualification Requirements:

Experience and Training: None required.

Knowledge of: Laundry work.

Ability to: Sort and fold laundry; iron; learn to operate laundry equipment; follow oral and written instructions; get along well with others; perform lifting, moving and other manual work typical of the class.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum specifications for the classes LAUNDRY HELPER, to include the mental/emotional requirement, effective May 1, 2005.

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This is an amendment to the specification for the class LAUNDRY HELPER I approved on December 11, 1984.

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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: \_\_\_\_\_

JANICE WAKATSUKI  
VP/Director of Human Resources