

Class Specification
for the Class:

LAUNDRY HELPER II
WS-02; BU:01

Duties Summary:

Performs and supervises laundry tasks such as ironing, operating mangles and dryers and sorting laundered articles; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Laundry Helper I in that 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; whereas 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.

This class differs from that of Laundry Worker in that the Laundry Helper II supervises and participates in the performance of laundry tasks such as ironing, operating mangles and dryers, and sorting laundered articles; whereas the Laundry Worker classifies clothing for washing, determines soap formulae and solutions for removing stains, and supervises helpers performing various laundry tasks.

Examples of Duties:

Makes work assignments, instructs Laundry Helpers and participates in ironing and other laundry operations; serves as straw boss of a variety of laundry operations, excluding washing; maintains records of laundry activities; sorts and segregates laundered articles; receives orders for linens and sees that they are dispatched to appropriate locations; maintains records of stocks on hand; forwards instructions concerning priority of work and sees that ironing operations are completed in accordance with needs.

Minimum Qualification Requirements:

Experience and Training: One (1) year of laundry experience; or an equivalent combination of experience and training.

Knowledge of: Laundry work and the duties of a laundry helper.

Ability to: Sort and fold laundry; perform ironing; instruct and supervise laundry helpers; keep linen supply records; follow oral and written instructions; maintain work schedules; 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.

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

This is an amendment to the specification for the class LAUNDRY HELPER II approved on December 14, 1955.

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