



# JOB OPPORTUNITY

**Position:** Casual Laundry Aide  
**#44-2022**

**Department:** Environmental Services

**Commencing:** ASAP

**Wage:** \$19.81 / hour to \$22.35 /hour  
as per CUPE 65-03 Pay Scale

**Deadline:** Open until Vacancy Filled

**Job Description:** Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

Please apply in writing, using the "Application Form" to: Human Resources

For more information, please contact Human Resources at:  
[human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca)



<b>JOB DESCRIPTION</b>	
<b>POSITION (Title):</b>	Casual Laundry Aide
<b>DEPARTMENT/SERVICE AREA:</b>	Environmental Services
<b>SITE:</b>	Rainycrest Long Term Care
<b>REPORTS TO (Title):</b>	Supervisor, Environmental Services

**QUALIFICATIONS NECESSARY:**

- Grade 10 education or equivalent acceptable to the corporation or appropriate related educational qualifications deemed acceptable by the Employer;
- Cooperative, conscientious, reliable, neat in appearance, in good health, and have good interpersonal relationships;
- Knowledge of and adaptability to procedures and equipment utilized in the processing of linens as pertaining to the hospital setting;
- Dependable, competent, and continued ability to carry out responsibilities;
- Demonstrated strong written and verbal communication skills;
- Demonstrated strong interpersonal skill with the ability to function effectively independently, within a team, with front line personnel, and management;
- Demonstrated ability to function effectively in a fast-paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;
- Dependable with a verifiable acceptable attendance record;
- Proven ability to perform the essential duties of the position on a regular basis;

**BASIC RESPONSIBILITIES:**

1. Sort linen.
2. Dry linen.
3. Press and iron linen.
4. Fold linen.

**SPECIFIC DUTIES:**

1. Sort all wet linens into proper categories for dryer as per established practice.
2. Load dryer and dry as per procedure manual.
3. When linen is dry, remove from dryer and bring to folding area.
4. Fold linen according to established practice.
5. Stack linen on shelves in clean linen room.
6. Fold all O.R., C.S.R. linen over lighted table, wearing a hairnet, checking each item for holes. If holes are found, bring them to seamstress to get patched.
7. Clean equipment, carts, and work area daily as per procedure manual.
8. Report malfunctioning of equipment to supervisor.
9. Participate in Quality Management program.
10. Carry out all work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies, and procedures (i.e., Occupational Health and Safety Act).
11. Performs other duties as listed in the Departmental policies and procedures manual or as may from time to time be assigned by the Manager, Human Resources.

**CURRENT ASSIGNMENT:**

- This position may be required to work days, evenings, nights, and weekends

**CONDITIONS OF EMPLOYMENT:**

1. Human Resource Policies
2. Corporate Policies

3. Department Policies
4. Union Policies