

ORANGE COUNTY CLASS SPECIFICATION

TITLE: WARDROBE AIDE **GRADE:** 04

TITLE ABBREVIATION: WARDROBE AIDE **TITLE NO.:** 6785

JURIS.CL: L **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE **DIVISION:** HOUSEKEEPING

SUPERVISOR'S TITLE: LAUNDRY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for maintaining articles of personal clothing for residents in the Residential Health Care Facility. Work is performed in accordance with established policies and procedures and involves the identification and upkeep of resident's clothing, ensuring that the residents' wardrobe contains an adequate and appropriate supply of clean clothing at all times. Work is performed under the direct supervision of the Laundry Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Picks up personal clothes for washing according to prescribed schedule;
2. Maintains records of residents' personal wardrobe;
3. Sorts soiled residents' personal clothing by color to ensure proper washing;
4. Ensures that all residents' personal garments have identifying labels and adds labels to those that do not;
5. Washes, dries, sorts according to name label, folds or hangs personal clothes on appropriate laundry carts for delivery to designated floors;
6. Distributes clothes to residents, placing clothing appropriately in drawers or on hangers in closets;
7. Straightens personal clothing in dressers and closets;
8. Reports residents' clothing needs to Laundry Supervisor;
9. Checks residents' clothes for mending needs and directs those requiring attention to the Facility's Tailor;

10. May perform simple needle and thread hand mending.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of laundry methods and operation; good knowledge of washable and non-washable fabrics; ability to keep simple records; ability to understand and follow simple oral and written directions; ability to write legibly; ability to develop rapport with residents; dependability; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

ADOPTED: 5/8/87
REVISED: 3/19/90
REVISED: 5/28/91
JURIS CL UPDATE: 3/17/92
REVISED: 7/7/00 kmg