

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0449533

Date Posted: 06/08/09

POSITION NO: 236282

Closing Date: 06/19/09

CLASS CODE: 3770

POSITION TITLE: Laundry Worker

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N550A

Days: Mon-Friday

Permanent:

SALARY:

Hours: 40

Temporary:

Duration: \_\_\_\_\_ \$ 16,952.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 8.15 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision, performs work of routine difficulty regarding laundry and dry cleaning manual work in collecting, washing, finishing, and distributing clothing and linen. Responsible for turning on/off laundry and dry cleaning equipment, including the boiler; receives and sort garments and linen; performs spot removing activities using various techniques and spotting chemicals; ensures compliance with the environmental sanitation standards; labels items as necessary; loads and unloads garments into washer and dryer and/or dry cleaning machines; keypunches the microcomputer washers for start up; sorts items by type and color; operates the steamr, irons, and pressers. Folds and wraps linen; counts pieces, shrink wraps items; records poundage and prepares invoices/tickets; cleans equipment and work area; maintains inventory and order supplies; performs routine maintenance of laundry and dry cleaning machines, refills solvents/chemical in the machine, distillations, oil removal, etc.; assists with front counter functions; may make deliveries; attends staff meetings, workshops, and other related work as assigned.

**QUALIFICATION REQUIREMENTS:**

**Experience:**

One (1) year experience operating laundry and dry cleaning equipment; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Ability to communicate effectively in English and in the Navajo language. Ability to work effectively with people with disabilities.

**License/Certification Requirements:**

Must possess a valid state driver's License and acquire a Navajo Nation Vehicle Operator's Permit within thirty (30) days of employment.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**