

 Oroville Hospital	Job Description for Linen Attendant	Department:	Environmental Services / Linen
		Dept.#:	8530
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director Plant Operations

Job Summary

The Linen Attendant is responsible for assuring an adequate quantity of linen is maintained throughout the hospital by restocking and delivering clean linen to all parts of the hospital.

Duties

1. Unloads delivery of clean linen onto shelves in clean linen room
2. Matches count of items received to items sent on invoice
3. Restocks and delivers clean linen to all parts of the hospital
4. Makes out invoice to assure charges are correct
5. Must be able to call linen service to make any corrections if needed
6. Must be able to communicate in a professional manner with the Linen Company Representatives as well as Nursing Staff and other Department Directors
7. Responsible for Lost and Found
8. May also be trained for Environmentalist coverage

Qualifications

1. Must be able to communicate in English
2. Must be able to follow oral and written instructions and have good communication skills
3. High school diploma or GED equivalent preferred
4. Must be able to perform simple mathematics
5. Experience in hospital linen procedures preferred
6. Hospital cleaning / linen procedures experience preferred, but not required
7. Must be neat, clean and in working uniform while on duty, must be able to work well with others and in the presence of people
8. Must be cooperative and dependable
9. Must undergo annual PPD examination
10. Must be able to work from a three-foot ladder

11. Must be able to stoop freely
12. Must be able to work standing six plus hours per day
13. Must be able to push and / or pull carts on wheels weighing up to 900 lbs.
14. Completion of crisis prevention training (if there is a possibility of responding to security calls)

Lifting Requirements

Medium – considered lifting 50 lbs maximum with frequent lifting and / or carrying of objects weighing up to 25 lbs.