

## Laundry Services Aide

<b>Employment Status:</b>	Temporary, Part-time, Up to six (6) months
<b>Compensation:</b>	\$27.36 per hour
<b>Location:</b>	Strathmere Lodge - Strathroy, ON
<b>Union/Non-union:</b>	UNIFOR

### POSITION OVERVIEW

Under the supervision of the Environmental Services Manager, the Laundry Services Aide is responsible for performing a variety of tasks related to the cleaning, organization, and distribution of laundry within Strathmere Lodge. Key duties include sorting, washing, drying, folding, and hanging house linens and residents' personal clothing items. The role ensures that adequate linen supplies are maintained according to established quotas and that briefs, slings, and personal clothing are distributed daily to each resident room. The Laundry Services Aide also assists in locating missing articles during the course of the shift.

The hours of work will generally be 1:00 p.m. to 9:00 p.m. with this position. The successful candidate must be available to work weekdays, weekends and statutory holidays. This is a unionized position within our UNIFOR bargaining unit.

### QUALIFICATIONS

- Minimum completion of Grade 10
- Previous experience in laundry operations in health care, institutional or hospitality settings
- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/Middlesex County
- Completion of TB testing (a two-step TB test dated within the last 12 months or a one-step TB test dated within the last 12 months will be accepted if a two-step TB test was previously completed)

### WHY CHOOSE STRATHMERE LODGE?

Strathmere Lodge is a not-for-profit, long-term care home that is owned by Middlesex County. Opened in 2006, this facility sits on a five-acre site on the outskirts of Strathroy. The home provides care to 160 residents in accordance with Ontario legislation and standards established and monitored by the Ministry of Long-Term Care.

At Strathmere Lodge, you will have a chance to make an impact in your everyday work and build lasting relationships. We offer a culture that values inclusion, diversity, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m. on July 14, 2025.**

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

### WHAT WE OFFER

- Employee Recognition Events
- Professional Development
- Eligibility for OMERS Pension Plan
- 13.75% Pay in Lieu of Benefits
- 4% Vacation pay
- Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## **STRATHMERE LODGE POSITION DESCRIPTION**

<b>TITLE:</b>	Laundry Services Aide
<b>REPORTS TO:</b>	Environmental Services Manager
<b>DEPARTMENT:</b>	Laundry
<b>POSITIONS SUPERVISED:</b>	N/A
<b>EFFECTIVE DATE:</b>	April 2025

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### **POSITION SUMMARY**

The Laundry Services Aide is responsible for performing a variety of tasks related to the cleaning, organization, and distribution of laundry within Strathmere Lodge. Key duties include sorting, washing, drying, folding, and hanging house linens and residents' personal clothing items. The role ensures that adequate linen supplies are maintained according to established quotas and that briefs, slings, and personal clothing are distributed daily to each resident room. The Laundry Services Aide also assists in locating missing articles during the course of the shift.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

- Adheres to all safety protocols, including the use of PPE when handling soiled linens, and follows safe work practices using available tools and equipment to maintain a clean, safe, and hazard-free environment.
- Sorts and weighs soiled linen and resident clothing.
- Loads and unloads commercial washers (up to 65-pound capacity) and ensures an adequate supply of washing chemicals is maintained for proper operation.
- Operates washers and dryers according to programmed cycles.
- Folds and separates laundry and loads onto appropriate linen delivery cart.
- Ensures an adequate supply of clean linens is maintained and readily available for distribution.
- Maintains records for discards, new linen put into service, and the dryer lint cleaning schedule.
- Removes damaged linens, replaces with new maintaining an adequate linen quota.
- Attends to resident admissions/discharges.
- Accurately folds and hangs personal clothing loading onto carts for distribution.
- Updates continence distribution list forwarded by the Nursing Department.
- Updates resident status lists, labels on carts, shift-to-shift communication and Lost & Found logs.
- Labels clothing upon admission and ensures new items brought in after admission are labeled daily.
- Manages Lost & Found clothing cart – follows schedule for Lost & Found dates for claiming.
- Identifies worn or loose clothing labels and replaces as necessary.

- Identifies and sets aside resident clothing requiring repairs.
- Ensures the laundry room and equipment are kept clean, organized, and in good working order, reporting any maintenance concerns to the Manager as needed.
- Ensures daily distribution of clothing, slings, and continence products to all residents.
- Ensures accuracy of items in resident closets, removes excessive stock of incontinence products, unlabeled clothing, and collects empty hangers from closets, as required.
- Assist in locating missing articles during the course of shift.
- Provides training and orientation to new employees as assigned.
- Other duties as assigned by the Manager.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- Grade 10.
- Previous experience in laundry operations in healthcare, institutional or hospitality settings.

### Knowledge, Skills and Abilities

- Excellent verbal and written communication skills for interacting with residents, families, and staff.
- Ability to manage time, prioritize tasks, and maintain an attention to detail.
- Ability to handle multiple tasks simultaneously in a busy long-term care setting, ensuring efficient workflow and timely completion of responsibilities.
- Ability to meet the physical requirements of the job as outlined in the Physical Demands Analysis, including but not limited to bending, pushing/pulling, lifting up to 30 lbs, reaching, and standing for extended periods.

### Other

- Current Criminal Record Check with Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/Middlesex County.
- Completion of TB testing (a 2-step TB skin test must be completed within the last twelve (12) months, or a 1-step TB skin test within the last twelve (12) months will be accepted with proof that a 2-step TB test was previously completed).