**Production Worker**

**Job Description**

*Department: Finishing*

**Company Overview:**

**Dirty Laundry Linen Service** is a team of committed, positive and successful people who are passionate about serving their customers with integrity, honesty and an open-mind. We consistently deliver world class performance and quality that are of the highest value focused on making tomorrow better than today. We are leaders in our industry by educating ourselves, our customers and team, including those around us, in an enthusiastic and positive way.

**Our Vision: *To become the premier laundry service to the hospitality and special event industry, not just the largest but the best in quality, service, and integrity.***

**Our Mission: *Dirty Laundry Linen Service is a professional laundry service focusing on the hospitality and special event industry. We achieve excellence by providing unparalleled service, timely delivery and superior cleanliness of product. Our professional, motivated and spirited team, ensures our success.***

Our customers desire growth, innovation, change and action. They have a winning attitude and a passion to be the best. They are committed to excellence and achieve success by executing their system, which is supported by the quality and value provided by DLLS.

**Position Overview:**

Position Title: Production Worker

Position Status: W-2 Employment

Reports To: Production Manager

Salary: Hourly Rate, D O E

**Job Summary:**

This is an entry level position that may have the qualified employee working various workstations throughout the laundry. The Production Worker at DLLS is responsible for swiftly and efficiently processing linen, both table and room, to return to customer’s in excellent condition. As a team member of DLLS the production worker will help promote good relations by working alongside others as a TEAM and handling all situations in a professional and respectful manner.

The Production Worker in the Finishing Department will receive linen from the Ironing or Dryer Departments, verifying items are tagged by customer. The linen will then be processed by customer’s specifications. Depending on type of linen, it will be wrapped or hung on a hanger and covered before being sent to the Shipping Department to be returned to the customer.

**Essential Job Duties and Responsibilities: (Additional duties may be assigned)**

***Finishing***

* Receive customer linens from the Ironing Departments
* Ensure each rack, table or cart has a customer label on the linen
* Prepare the linen for shipping in the order listed on the production board or as directed by management
* Visually inspect each item to ensure it meets quality standards
* Measure table linen and fold or wrap per customer’s specifications
* Hang folded table linen on hangers, cover with plastic, labeled by customer and size
* Wrap all RLT linen, labeled by customer, type and weight
* Send finished linens to the Shipping Department to be returned to customer

***General***

* Clean department at the beginning and end of each shift as specified on cleaning checklist
* Return empty tables to the Ironing Department
* Check each customer off of the production board once finished
* Complete paper work for rewash, rework and piece count tracking sheets
* Punctuality in arrival to work and returning from break or lunch
* Maintain 0% rating of downtime, injuries or accidents
* Eagerness to work well with others as a cohesive team

**KPI (Key Performance Indicators):**

***Finishing***

* Precise tracking of production numbers
* Accurate reporting of production numbers to Team Leader
* 0% mix ups of customer linen
* Orderly processing of linen as directed daily
* Correct measuring and labeling of items (sizes, colors, customer, etc.)
* Quality standards of production adhered to
* Production standards attained as outlined per department
* Proper processing of linen per customer’s specifications

***General***

* Tables returned to proper location
* Clean department at the beginning and end of each shift as specified on cleaning checklist
* Strict adherence to attendance policy, including punctuality
* 0% rating of downtime, injuries or accidents
* Immediate reporting of unsafe work practices, conditions or team members
* Adaptable to frequent changes in work assignments & schedule
* Pleasant demeanor, works well with co-workers
* Spirit of unity that leads to a unified production team

**Qualifications Required:**

***General Requirements***

* Ability to read, write and understand all paperwork and customer labels
* Basic math skills
* Able to verbally communicate with team, team leaders and managers effectively, speaking English is a PLUS!
* Able to complete an I-9, providing required identification documents
* Provision of bank account number and routing number for direct deposit
* Uphold a level of flexibility in work assignments and work schedule
* Able to verbally communicate with team, team leaders and managers effectively
* Able to log all activities during the day
* Flexibility to work until all customers on the production board are completed
* Able to work well with other team members
* Dedication to working safely in your department and ensuring other team members also maintain safe working protocols
* Diplomatic approach to resolving issues with team members or management
* Capable of performing in a positive, professional manner with all team members and management
* Have a basic understanding of and able to work with computers
* Able to learn our inhouse laundry tracking system
* Capable of lifting or carrying up to 50 pounds
* Ability to push or pull carts weighing up to 500 pounds
* Capable of following directions with ease

**Equipment, Machines and Software Used:**

* Commercial laundry machines such as ironers, washers, dryers and shrink wrappers
* Laundry Trak software
* UAttend time clock and mobile app
* Handheld devices (cell phone, tablet, etc.)

**Physical and Mental Requirements:**

The physical demands described here are representative of those that must be met by a Production Worker to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Production Worker is required to stand, walk, use hands to handle or feel objects, tools or controls; reach with hands and arms; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell and to perform repetitive motions throughout the day

The Production Worker must occasionally lift or carry up to 50 pounds and push or pull up to 500 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Able to work in hot or cold conditions.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by a Production Worker to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals’ disabilities to perform the essential functions.

While performing the duties of the job, the Production Worker will be in a plant setting and will be exposed to weather conditions prevalent at the time. In addition, some laundry machinery produces excess heat and can lead to extreme heat exposure during summer months. There is lint, dirt and dust in the plant and the noise level is considered moderate.

**Disclaimer**:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related

instructions and to perform other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent must possess the abilities or aptitudes to perform each duty proficiently.

This job description in no way implies this is an “employment contract” between the company and employee. The employee understands and agrees they are an “employee at will” and as such can be subject to disciplinary actions up to and including termination for failure to perform their responsibilities. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

My signature below acknowledges that:

* I have read this job description and understand the expectations set forth
* I meet the physical and mental requirements of this job
* I am capable of following the guidelines set within
* I have received a copy of this job description for my records

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Translated by (if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_