

BULLARD & SON INC.

JOB DESCRIPTION

JOB TITLE:	WASHER / DRYER ATTENDANT
REPORTS TO:	PRODUCTION MANAGER
DEPARTMENT:	WASH ROOM
SUPERVISES:	NONE
EDUCATION:	HIGH SCHOOL DIPLOMA OR EQUIVALENT EXPERIENCE
EXPERIENCE:	NONE
PHYSICAL QUALS:	FULL BODY MOBILITY-NO LIFTING RESTRICTIONS- ABLE TO STAND FOR EXTENDED PERIODS OF TIME. ABLE TO WORK IN A WARM ENVIROMENT.
MENTAL QUALS:	GOOD CONCENTRATION ABILITY-ATTENTION TO DETAILS

JOB SUMMARY:

- **ESSENTIAL DUTIES OF THE POSITION:**
 1. **LEARN AND MAINTAIN KNOLEDGE OF OPERATION OF WASHERS AND DRYERS.**
 2. **KEEP LOADS TO BE WASHED OR DRIED ORGANIZED TO AVOID MISTAKES.**
 3. **WASH AND DRY IN THE ORDER NEEDED FOR SPECIFIC LOADS TO BE PROCESSED IN THE CORRECT AMOUNT OF TIME.**
 4. **CHECK POCKETS FOR PENS AND OTHER FOREIGN ITEMS.**
 5. **DISPENSE CLEANING AGENTS AS REQUIRED.**
 6. **KEEP MACHINES CLEAN AND FREE OF ANY DEBRIE DAILY.**
 7. **REPORT ANY AND ALL OPERATION ISSUES OF MACHINES TO MAINTANENCE OR MANAGEMENT IMMEDIATELY.**