

BULLARD & SON INC.

JOB DESCRIPTION

JOB TITLE: SOIL LINEN SORTER-COUNTER

REPORTS TO: PRODUCTION MANAGER

DEPARTMENT: SOIL 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. **ABLE TO RECOGNIZE OUR LINEN FROM NOG LINEN / ABLE TO SORT DIFFERENT LINEN ITEMS.**
 2. **SET UP ACCOUNTS ON COMPUTER TO COUNT LINEN / SCAN SCRUBS**
 3. **RECORD AND UPDATE SOIL COUNTS.**
 4. **FOLLOW ORDER OF ACCOUNTS TO BE COUNTED THAT DAY.**
 5. **SET ALL SOIL LINEN AFTER COUNT TO THE PROPER AREAS TO BE CLEANED.**