JOB DESCRIPTION

Laundry Room Attendant

**Definition of Class**
This is a non-supervisory position in which the incumbent assists in providing laundry service for students by maintaining the coin operated washers and dryers for students. The incumbent reports to the Manager of Vending and Concessions.

**Examples of Work Performed**
Greets customers, receives and returns garments as well as other goods to be laundered or dry cleaned; accepts payment for laundry services.

Washes, dries, and folds laundry in accordance with customer’s request.

Accepts items to be dry-cleaned, prepares laundry list indicating any damages, and delivers to commercial dry cleaning personnel.

Serves as a mini-store clerk to sale supplies needed to wash and dry laundry; stocks merchandise for sale; makes sales of merchandise to customers.

Maintains security of funds received from the operation of the laundry or the mini-store, maintains required records and prepares sales reports.

Maintains assigned areas in a clean and orderly manner.

Sets up and stocks concession stands for assigned events; operates vending stand during events; inventories remaining concessions; and cleans and sanitizes facilities after events.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Stocks and maintains inventory of laundry supplies and collects money from laundry services operated by University Auxiliary Services.

2. Washes, dries and folds laundry.

3. Sets up, stocks, works and cleans up concession stands for assigned events.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; stoop, kneel, crouch or crawl; and reach with hands and arms. The incumbent is occasionally required to sit, climb or balance; and taste or smell.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).
- **Licensure:**
  Must have a valid Mississippi Driver’s License.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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