

**Position Description – Best Care Dry Cleaners**

**Position Title: General Helper Dry Clean & Laundry**

**Reports To:** Production Supervisor / Operations Manager

**SUMMARY:**

Responsible for thoroughly and safely sorting, folding and hanging all garments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. With other duties as may be assigned.

- Keeping work area neat and clean
- Know and have necessary supplies on hand
- Read any special instruction, stains removal tags, care labels attached
- Unloading the garments into clean baskets
- Organize, Scan and Hang garments according to the day promised
- Hang garments according to the Finishing department
- Helping co-workers to ensure that all same-day garments are completed
- Scan completed orders onto the conveyor or delivery
- Workflow orders for Store #1
- Fold, sort and bag bulk laundry
- Assist in pressing and folding items as needed
- Sorting hangers properly for re-use or recycle
- Making up hangers with foams or shields
- Prepare loads for proper wash cycles, treat stains, scrub jackets

**PERFORMANCE STANDARDS:**

The General Helper's performance is measured by their efficiency, effectiveness and speed at providing assistance to all staff in dry cleaning, wet cleaning and laundry departments.

**QUALIFICATION REQUIREMENTS:**

To perform in this position successfully, the General Helper must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Understand basics of the workflow and production
- Able to stand for long periods of time
- Able to tolerate heat from all equipment
- Good hand eye coordination
- Able to lift up to 15 pounds
- Able to sort and fold all types of laundry correctly
- Recognize fabrics, colours, patterns, textures
- Able to read special instruction tags and care labels in English
- Ability to communicate well with co workers
- Visual perception, close and colour vision
- Able to use memory, concentration, problem solving
- Able to be alert, precise and analytical