

COUNTY OF SOLANO
INSTITUTIONAL SERVICES AIDE

Est. 8/04

DEFINITION

Performs a variety of routine, non-complex laundry, inventory and distribution of supplies, food service, housekeeping and related manual tasks in support of department operations.

DISTINGUISHING CHARACTERISTICS

This is a single position class characterized by the responsibility to assist in performing a variety of tasks related to laundry, inventory and distribution of supplies, food preparation, material and storage and maintenance.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Gathers soiled linen, bedding and clothing, sorts dirty linens and operates machines to perform laundering, sorts clean laundry, folds, and stores and distributes clothing and linen to housing areas.
2. Assists in the inventory and distribution of clothing and household supplies.
3. Assists with set up and delivery of food carts to and from the kitchen.
4. Loads and unloads food carts and assists with cleaning food carts, helps wash dishes, by hand, or by using mechanical equipment.
5. Assists in the food preparation duties, empties garbage, sweeps, vacuums and mops floors.
6. Refills and replenishes towels, toilet tissue, soap in the facility.
7. Performs other related duties as assigned and needed to support Institutional operations.

QUALIFICATION GUIDELINES

Education and/or Experience

High school diploma or GED and six (6) months experience in laundry services, housekeeping. Experience in Inventory Control is preferable.

Knowledge/Abilities

Ability to:

- Communicate clearly

Knowledge/Abilities (continued)

- Learn simple manual skills and duties;
- Follow oral and written directions;
- Read and write;
- Basic math skills;
- Demonstrate manual dexterity in lifting, carrying and sorting items;
- Lift and move items of moderate to heavy weight;
- Can work independently on assignments.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

- Candidates may be required to pass a background investigation in accordance with applicable law, regulation or policy.
- Physical examination.

Genevieve Jossi
Department Head

7/29/04
Date