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Laundry Attendant

JOB CODE	JOB FAMILY	PROFILE
JCV113	**Domestic Services**	**Laundry Attendant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**September 7, 2026**

The Laundry Attendant maintains clean and sanitary laundry services for the Youth Services Center. This includes washing, drying, folding, and distributing clothing, bedding, and towels used by residents. The position follows established safety and security procedures and ensures equipment is in proper working condition.

Job Description

DUTIES AND RESPONSIBILITIES

- Receive and sort soiled laundry by residential unit and item type, including clothing, bedding, and towels.
- Load and unload washers and dryers; select appropriate settings and measure laundry chemicals as needed.
- Operate washers and dryers in accordance with safety guidelines; weigh and fold clean items, return laundered items to designated areas.
- Perform light equipment maintenance, including daily lint removal and routine cleaning of machines.
- Maintain a neat and organized laundry area; report equipment issues, malfunctions, or safety hazards to the supervisor.
- Monitor supplies, clothing, and linen inventories; notify supervisor when items need restocking or replacement.
- Mend minor damage to clothing and linens, such as small tears or loose seams.
- Clean and disinfect laundry machines and work areas as needed to maintain a sanitary environment.

- Secure all laundry-related equipment, keys, and supplies; document laundry activity in accordance with American Correctional Association and Children, Youth & Families Department standards.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED or be a minimum of at least 16 years old and enrolled in school.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed primarily indoors.
- May be exposed to housekeeping/cleaning agents/chemicals.
- Work hazards include exposure to hazards from electrical/mechanical/power equipment. May be required to do light lifting.
- Worker works alone with directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of duties includes washing machines and clothes dryers.
- Materials and products handled in the course of performing essential duties include cleaning chemicals and supplies.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to apply knowledge of institutional or commercial laundering.
- Must be able to maintain high level of concentration while performing repetitious work.
- Must be able to understand basic math and English principles including proper punctuation, spelling and grammar.

PHYSICAL FUNCTIONS

- Must be able to lift up to an estimated 50 pounds from ground to waist level. Must be able to utilize dollies to move heavy equipment and supplies.
- Must be able to push and pull 75 to 100 pounds on an occasional basis.
- Ability to stand and/or walk up to eight (8) hours in a day.
- Must be able to lift light weight on occasion from the ground to the shoulder.
- Must be able to bend at the waist and twist/rotate occasionally.
- Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform essential duties.
- Must be able to coordinate use of hands and eyes in operation of laundry equipment.