



**Job Title:** Laundry Team

**Reports to:** Team Leader/Executive Director

**FSLA Status:** Non-exempt – hourly

**General Summary:** Responsible for loading and hauling laundry to laundry service, bringing clean laundry to the Humane Society of the Black Hills, restocking laundry shelves, following established disease control protocols. Maintaining all work areas in an organized manner.

**Essential Duties and Functions:**

***Facility Care***

- Follow established disease control protocols to maintain a safe work environment.
- Load and transport laundry to Servall. Keep all laundry bags both clean and dirty out of walk ways.
- Maintain work and general areas in an organized manner.

***People Care***

- Cultivate positive client, volunteer and coworker relations through professional, courteous, and educational interactions.
- Practice and encourage the humane treatment of animals.
- Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs, and events.
- Work cooperatively volunteers, recognizing the talent and commitment they bring to the Humane Society.

***Safety***

- Ensure a safe work environment; following all safety guidelines, including PPE, and modeling safe work practice.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk.

**Physical Requirements and Work Environment:**

- Work is performed in a kennel/shelter setting and outdoors.
- Frequent bending, reaching, kneeling, climbing stairs, walking and standing on feet 4 hours per day while performing job functions.
- Exposure to disinfectant solutions.
- Exposure to various weather conditions when working outdoors.
- Occasional lifting of up to 50 pounds with reasonable accommodations.
- Consistently exposed to animals, animal allergens, loud noises, and odors under conditions with limited alterations available.

**Qualifications:**

- Must have a valid driver’s license.
- High school diploma or equivalent.
- Available to work Monday through Friday, 1 p.m. to 4 p.m.

**Knowledge, Skills and Abilities:**

- Commitment to the mission, values, goals, and success of the Humane Society of the Black Hills.
- Highly motivated, out-going, polite, and professional manner.
- Team player, able to work in a fast-pace environment and multi –task.

This job description reflects the general details of the specific job and is not necessarily a complete listing of all the work assignments that may be required.

***By signing below I acknowledge that I am 18 years of age or older and I am physically able to perform the duties mentioned above. I also am signing that I understand and accept that the Humane Society of the Black Hills “Drug Free Workplace” Policy. I know I may be asked to submit to a urinalysis or blood test at the expense of my employer in random selection or for cause. Refusal will result in termination.***

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Signature Date

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HSBH Representative Title