



Job Title: Laundry Driver

Department: Plant Operations
Reports To: Plant Operations Manager
Grade: MT-08
Number of Days: 12 Months
Security Access: None
Overtime Status: Non-exempt
Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: To support the needs of Plant Operation Office to ensure laundry is picked up, laundered, and deliver to sites and departments clean and in a timely manner.

Minimum Qualifications:

- High school diploma or equivalent
- Current drivers' license

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for picking up and delivering all laundered items to and from the schools
- Responsible for washing, drying and folding, the towels, linens, mops, rags and school uniforms on a daily as scheduled
- Responsible for keeping all laundered items sorted, bagged and delivered back to the site where it was picked up
- May be required to fill in for the Laundry Foreperson in his/her absence
- Assist sites with cleaning carpets during the summer months
- Assist with emergency calls including but not limited to floods, power outages, fire clean up, etc.
- Clean and maintain the carpet cleaning equipment and other equipment
- Assist in the cleaning of the sidewalks and entrances of ice and snow (maintenance and sites)
- Notify Laundry Foreperson of all emergencies
- Ability to work collaboratively with others on a team
- Other duties as assigned by the Plant Operations Manager

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent driving skills
- Know directions
- Excellent communication
- Lift 50#, bending, stooping, reaching, pushing and pulling
- Self-starter

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Will be required to drive in inclement weather and operate industrial equipment

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Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.