

The Sunset Community

Thrift Shop and Laundry Job Creation Project

Oxford, NS

Must Have Been on Unemployment Insurance in the past 5 years

Earnings are not Insurable

- **Laundry Department Worker / Client Worker Support Staff**
 1. Reports to Assistant Store Manager and Sunset management team
 2. 40 hours per week
 3. Customer support to the general public
 4. Process payments
 5. Works primarily in the Laundry Shop and other areas of the operation as required
 6. Supervise / support client employees in this department
 7. Supports client employees to assist in this department with their assigned duties
 8. Gain understanding of each client employees support plans
 - i. Follow the plans
 - ii. Support client employees in all areas of their work.
 - iii. Provide training to client employees so they can complete assigned work
 9. Complete training records for client employees following approved guidelines
 10. Ensure client employee pay sheets are filled out correctly and submitted on time
 11. Take in laundry from the general public, process the fluff and fold service
 - i. Support the client employees as they perform their duties in laundry
 12. Take in commercial laundry, process and prepare for pick up.
 - i. Support the client employees as they perform their duties in Commercial laundry
 13. If required pickup/drop off commercial laundry as per customer request
 14. Maintain supplies, requisition for new supplies to Assistant Store Manager as needed
 15. Ensure the MSDS binder contains information sheets on all products in use at this location. Update as per guidelines for updating MSDS
 16. Maintain the area of the Laundry in a neat, tidy, and clean condition at all times.
 17. Attend all training as set out by Sunset
 - Prepare an operating manual for the position of laundry worker Job Coach for client employees working 1-1 with each client employee on a rotating schedule ensuring all aspects of each job are covered in the training given
 18. Create job descriptions as per approved format for each client employee job
 19. Complete training records for client employees following approved guidelines
 20. Ensure client employee pay sheets bare filled out correctly and submitted on time

- **Key Deliverables: The JCP employee in the Laundry Worker / Client Worker Support Staff role:**
 1. Develop the operating process for the laundry area
 2. Develop customer service routine and process for self-serve customers

3. Develop process for commercial laundry processing
4. Develop sales process for commercial laundry
5. Develop supply management process and storage of supplies for laundry facilities
6. Develop financial systems for the laundry, including billing and collection for commercial clients
7. Develop inventory management system for laundry facilities
8. Develop preventative maintenance plans for the laundry machines and equipment
9. Develop reporting process for maintenance issues
10. Develop reporting process for financial management
11. Develop the workshop process where client workers can participate.
12. Develop a client selection process
13. Develop a client worker support process
14. Develop client worker support plans
15. Develop a process for maintaining all MSDS sheets for the store.
16. Develop a process for client safety training in laundry (workshop participants)
17. Prepare an operating manual for the position of laundry worker Job Coach for client employees working 1-1 with each client employee on a rotating schedule ensuring all aspects of each job are covered in the training given

18. Supports client employees with their assigned duties
19. Gain understanding of each client employees support plans
 1. Follow the plans
 2. Provide ongoing training to client employees after initial training so they can complete assigned work
20. Create job descriptions as per approved format for each client employee job
21. Complete training records for client employees following approved guidelines
22. Ensure client employee pay sheets are filled out correctly and submitted on time

Send resume to barry.patriquin@cansa.ca

Only those selected for an interview will be contacted.

Thanks!

