



## LAUNDRY JOB DESCRIPTION

Arrange with Family Promise Director for a time to pick up laundry

- Come in the front door and ask for FP Director or let the staff know you are here to take care of the laundry.
- Pick up the key fob in Director's office. The keyfob and key get you into the Family Housing Center, into the Overflow space, the linen closet in the overflow room and Room 233 storage room as well as access to the elevator
- The laundry is kept in a large yellow basket in the Overflow space.
- You have the following options to do laundry:
  - Pick up laundry at the Family Housing Center (FHC) , take it home or to a laundromat and return it within the week. Arrange with your Family Promise coordinator or FP Director for a time to return it.
  - Do the laundry at the FHC with quarters provided by Director
- If you are taking the laundry home or to a laundromat
  - Get the keyfob and key from Director's office
  - Pick up the laundry from the Overflow Room. You can use the keyfob to access the elevator and take the laundry out the side door on the main floor to the parking lot.
  - Return the keyfob to Director's office before you leave
- If you are doing laundry at the FHC
  - Get keyfob & key from Director's office
  - Get Quarters from Director's office - 2 quarters for washer and 2 quarters for dryer for each load
  - Pick up the laundry from the Overflow room
  - The washers automatically add laundry soap when you start them.
  - Run each load through the washer and dryer (each load takes about 40 minutes)
    - You can hangout in the Quiet Room or the Lounge next to the laundry room while laundry is being run. Bring a good book or something to do!
- **Fold laundry-** Please put together **sheet sets**:
  - **Full size: put top and bottom sheets and a pillowcase in a pillowcase-** mark sheets with F so easier to sort in future
  - **Single beds sheet sets: put top and bottom sheet in pillowcase**
- When Laundry is done, **return to storage closets**:
  - The following items go in the **Storage closet in the Dormitory (overflow)**:
    - Top shelf
      - Full Mattress pads
      - Full size sheet sets

- Second shelf
  - Twin bed sheet sets
- Third shelf
  - Twin mattress pads
  - Bath towels (Extra go to left)
- Fourth Shelf
  - bath mats & shower curtains
  - Pillowcovers (to protect the pillows)
  - Extra pillowcases
  - hand towels and washcloths
- The following items are stored in the Storage room in **Room 233**
  - Blankets and comforters
- Return the keyfob and key to Director's office
  - **THANK YOU FOR BEING OUR PARTNER!**