



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
Vermilion County Board

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## **NOTICE OF JOB VACANCY**

**DATE:** December 9, 2022

**POSITION:** *Laundry Worker/Cook (2 positions available)*

**DEPARTMENT:** Sheriff's Department

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** FOP

**BASIC FUNCTION:** Oversee trustee(s) performing laundry functions and cook on a daily basis.

**DESIRED REQUIREMENTS:** High school diploma or GED; ability to follow oral and written instructions; working knowledge of laundry washing operations; and experience with institutional cooking procedures desired.

**STARTING SALARY:** \$ 36,285

**APPLICATION PERIODS:** December 9, 2022 until position is filled

**METHOD OF APPLICATION:** Apply in person or send application and resume to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)  
EEO Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
**AA/EEO**

*County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; and holidays.*

## **LAUNDRY WORKER/COOK**

### **DISTINGUISHING FEATURES OF WORK**

Under direct supervision, operates laundry equipment and performs related tasks in the washing of linen and clothing. Also performs routine cooking and food preparation duties.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Collects soiled linens from soiled linen collection areas.
2. Sorts and classifies laundry; discards laundry which is no longer useful.
3. Fills washers, determines and selects proper laundry cycle, operates washers and dryers and monitors operation.
4. Prepares correct laundry ingredients.
5. Folds clean laundry, delivers clean laundry; notifies supervisor of low linen inventory.
6. Cleans work area, shines machines, cleans lint traps, sweeps and mops floor area.
7. Marks, sorts and delivers residents' personal laundry to appropriate sections.
8. Assists cook in the preparation of food, according to menu.
9. Cleans pots and pans, assists in keeping kitchen clean.
10. Operates standard cooking equipment.
11. Assists in the distribution of meals to inmates.
12. Performs other duties as required or assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires working knowledge of laundry washing procedures; ability to determine proper laundry cycle and to operate laundry equipment; ability to follow simple oral and written instructions; awareness of total resident care; working knowledge of sanitary methods to be used in food preparation and related services.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to trustees and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee frequently is required to walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to extreme heat. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.