



LAUNDRY JOB DESCRIPTION

Arrange with Stacey Hauck, FP Laundry Team Leader for a time to pickup laundry (702)622-9012 or staceyhauck4@gmail.com

- *If you would like to have the dirty laundry bagged and ready to be picked up from the Meadowlark lobby, let your Family Promise Coordinator know and she'll make the arrangements with Melissa Richards, Family Housing Center Director.
- Come in the front door and let the staff know you are here to take care of the laundry.
- Pick up the key fob and key in Director's office. The key fob and key get you into the Family Housing Center, into the Overflow space 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 key fob and key from Director's office
 - Pick up the laundry from the Overflow Room. You can use the key fob to access the elevator and take the laundry out the main door to the parking lot.
 - Return the key fob to Director's office before you leave
- If you are doing laundry at the FHC
 - Get key fob & key from the 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 hang out 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 everything to Room 233 (storage):**

Any clean laundry you can't put away can be left in the bags and placed in the spot labeled "CLEAN LAUNDRY" in the Overflow room. Please notify Stacey Hauck (call or text her at 702-622-9012) or email her at staceyhauck4@gmail.com)

Return the key fob and key to the Family Promise Director's office before you leave.

Any questions- please contact Stacey.