

Laundry Assistant Job Description

Human Resources – Job Descriptions

Reports to Facility Manager	Service/Unit Environmental
Employee's Name	Date

Main Purpose of the Job To provide a high quality laundering service for both household linens and personal clothing for residents.

Key Activities What I am responsible for in my job	Expected Results What I have to do
<ul style="list-style-type: none"> Assisting with all laundry processing for linen and residents personal laundry to a timetable 	Undertake procedures for: <ul style="list-style-type: none"> Weighing and recording weights Sorting Washing to the correct cycle Drying Folding Distribution ready for pickup Following all cleaning / laundry duty or task lists per local facility policy and ensuring that all tasks and check lists are completed and signed off Ensure attendance at all required in-service training sessions required to undertake role competently
<ul style="list-style-type: none"> Attending to resident's personal linen 	<ul style="list-style-type: none"> Check for name labels on all items Return laundry to resident using correct procedures Fold linen neatly Check articles are dry Check for and attend to stains Iron / press items as required Ensure that any damage to clothing is reported to the Manager and resident
<ul style="list-style-type: none"> Operating all machinery in the correct manner and undertaking cleaning of machinery and the laundry area as per the timetable 	<ul style="list-style-type: none"> Operate equipment as per procedures Undertake cleaning according to timetable Clean machines daily Clean filters daily Check level of chemicals in dispensers regularly and change when necessary Keep floor and surfaces clean Keep bins, sorting/folding tables, trolleys, basin and machinery clean Keep all work areas tidy
<ul style="list-style-type: none"> Radius Residential Care Infection Control policies and procedures are observed at all times 	<ul style="list-style-type: none"> Risk of nosocomial infections is minimized through excellence in infection control practices.

Key Skills The core skills I need to have	Expected Results What I have to do
Resident Focus <i>Always focusing on our individual resident's needs</i>	<ul style="list-style-type: none"> • Make residents feel important • Treat residents with respect • Respect residents' privacy • Be polite and friendly to residents • Encourage residents' families to be involved • Help solve residents' problems • Handle difficult residents well and seek assistance, if required • Respond to residents' requests
Teamwork and Communication <i>Working together to build strong teams and good work relationships</i>	<ul style="list-style-type: none"> • Actively participate as a team member • Encourage and support co-workers – go the extra mile to help out in times of need • Respect and value others and their opinions and tasks • Recognise and encourage own team's efforts • Express disagreement with others tactfully and politely • Assist in orientating new staff • Participate willingly in staff meetings and on committees, as required
Excellence and Improvement <i>Having a commitment to excellence and continuous improvement in all our work areas</i>	<ul style="list-style-type: none"> • Identify opportunities for improvements in processes and procedures • Attend regular in-service training • Participate in quality improvement activities
High Personal Standards <i>Behaving in a way that reflects professionalism, integrity and honesty at all times</i>	<ul style="list-style-type: none"> • Present in a neat and tidy manner • Be punctual and reliable • Be honest and open • Express a positive attitude • Show consideration for others • Follow instructions and policies and procedures • Be reliable – complete tasks without constant supervision • Maintain confidentiality
Health and Safety <i>Everyone having a personal commitment to ensuring a safe and healthy workplace</i>	<ul style="list-style-type: none"> • Understand and follow all employee health and safety and infection control responsibilities • Use required equipment safely and report any faults promptly • Report incidents, accidents and near misses promptly • Attend fire safety lecture annually

Key Relationships		
External	Internal	Committees/Groups
	<ul style="list-style-type: none"> • Laundry Services Employees • Household Staff • Nursing/Clinical Staff 	

Qualifications, Experience, Skills and Attributes

Qualifications, Experience and Specific Skills and Attributes

- Previous laundry experience preferable but not a requisite
- Ability to communicate and read the English language
- Ability to undertake moderate lifting
- Able to work within a team environment

Core Skills (refer key skills above)

- Resident Focus
- Teamwork and Communication
- Excellence and Improvement
- High Personal Standards
- Health and Safety
- Infection Control

Signed Employee:.....

Date:.....

Signed Manager:

Date:.....

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