

## JOB DESCRIPTION

**Job Title - Laundry Worker**

## CONTEXT OF THE JOB

- To provide an effective and efficient laundry service to the Care Home and to Bupa.
- The job reports to the Care Home Manager and Direct Supervisor.
- This job description was reviewed in June, 2014.

## KEY TASKS AND RESPONSIBILITIES

### **1. Provides a clean, hygienic and effective laundry service, by:**

- Operating all laundry equipment as specified.
- Ensuring all care is taken with personal clothing of residents and returned to owners.
- Managing supplies economically, avoiding wastage.
- Meeting of daily schedule to keep laundry up to date and advising Manager of any issues that impact on maintenance of this.
- Maintaining of clean/dirty delineation areas within laundry.
- Monitoring of linen supplies and advising line manager of replacement needs.
- Adhering to the Bupa policies relating to linen processing.

### **2. Contributes to the provision of a safe environment by:**

- Awareness and compliance with policies relating to chemical safety use and storage.
- Ensuring chemical spills are dealt with according to policy.
- Maintaining all infection control standards.
- Adhering to all Health and Safety policies.
- Participating in interdepartmental forums that impact on laundry, e.g. Quality meetings, Occupational Safety and Health etc presenting documentation or reports as necessary.
- Participating and contributing to CQI activities and initiatives.
- Maintaining accurate documentation and records.
- Participation in surveillance, certification and District Health Board audits and active involvement in the development and monitoring of corrective action plans.
- Ensuring identified hazards are eliminated where possible, or minimised if not able to be eliminated.
- Attendance at all compulsory and relevant education sessions.

### **3. Ensures residents are treated with dignity and respect, by :**

- Acknowledgment and acceptance of each resident as an individual.
- Demonstrating a knowledge and understanding of the Health and Disability Code of Rights.
- Demonstrating respect for the customs, beliefs and cultural needs of residents.
- Maintaining resident confidentiality and privacy.

## KEY COMPETENCIES

- Show an ability to work well in a team.
- Show an ability to work well individually whilst co-operating with co-workers in creating a smooth work flow.
- Show an ability to communicate well with others.
- Show an ability to follow clear directions and procedures.
- Show an ability to set own goals and determines how to accomplish results with some guidelines.

## EXPERIENCE, TRAINING AND QUALIFICATIONS

- Secondary school education (three years or more) is highly desirable.
- Work experience of 1 year at least, (preferably in aged care) is desirable.
- Ability to effectively and safely use laundry equipment.

## OTHER RELEVANT INFORMATION:

- A reasonable level of fitness is required because the nature of the role requires physical activity in the performance of duties. In addition the employee can be exposed to contagious or infectious diseases.

## VISION & VALUES OF BUPA

**Bupa's purpose is to help people live longer, healthier, happier lives.**

We do this through our vision of 'taking care of the lives in our hands'. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

### Our values

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

<b>Passionate</b> 	<b>Full of energy</b> Love what we do and why we do it Love our customers
<b>Caring</b> 	<b>Big-hearted and compassionate</b> Treat people with respect and kindness Everyone and everything matters
<b>Open</b> 	<b>Seek new ideas and other points of view</b> Share freely Really listen and understand Embrace diversity
<b>Authentic</b> 	<b>True to yourself</b> Genuine and honest Say what we mean, mean what we say
<b>Accountable</b> 	<b>Always responsible</b> Take ownership Make it happen
<b>Courageous</b> 	<b>Be brave</b> Dare to try Speak up
<b>Extraordinary</b> 	<b>Go above and beyond</b> Be the best we can dream to be Deliver outstanding results, big and small

Signed \_\_\_\_\_

(Employee)

\_\_\_\_\_  
 \_\_\_\_\_

(Employer)

Date \_\_\_\_\_

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.

Our purpose is  
*Longer, healthier, happier lives*



## What: Bupa Promise

Know me  
and my needs

Help steer my  
decisions

Be there when  
I need you

## How: Bupa Values



Health & Care