

POSITION DESCRIPTION & PERSON SPECIFICATION

Laundry Assistant

Position Title:	Laundry Assistant
Department:	Hotel Services
Classification:	Laundry Hand
Hours of Work:	As per individual contract

POSITION DESCRIPTION

1. Position Overview

The Laundry Assistant at Echuca Community for the Aged is involved in providing appropriate and quality laundry of blankets, bedspreads, underlays, fitted sheets, kylie, lambs wools, lifting machine slings and residents personal clothing which is provided in a “homelike” environment for those living at the facility.

2. Reporting / Working Relationships

The Laundry Assistant is directly accountable to the Hospitality Supervisor. The role involves close working relationships with all members of staff.

3. Special Conditions

The Laundry Assistant is employed under the terms and conditions specified in the Enterprise Agreement and the Health & Allied Service Award (Private Sector) – Victoria Consolidated Award.

4. Statement of Duties

The role of Laundry Assistant staff member encompasses the following duties:

- Liaise with the Hospitality Supervisor regarding the service needs of the Residents and attend to appropriate services to meet the identified needs
- As required, wash and dry blankets and bed linen
- On a daily basis and in a timely manner to a high standard launder (sort, wash, dry, iron as required) the personal clothing and items of residents and return these items to each resident upon completion
- On a regular basis, launder (sort, wash, dry, iron as required) residents bed covers and linen, lifting machine slings and cleaners’ cloths

Laundry Assistant

- At all times, follow the policies and procedures of Wharparilla Lodge, and the laundry in particular, including all operating instructions and safety guidelines for laundry plant, equipment and chemicals
- At all times be aware of the operational efficiency and condition of all laundry equipment and automatic consumable feed. At all times, ensure our practices and work methods are such that they maintain and protect the operation and cleanliness of all equipment and supplies. Ensure our actions do not put plant and equipment warranties at risk of being void
- Be alert to maintenance needs and reduced performance of plant and equipment and immediately advise the Maintenance Supervisor of any malfunctions or maintenance requirements
- Accurate recording of linen orders, stock supplies as directed by the DOCS or the Hospitality Supervisor
- Liaise and cooperate with all other staff in the facilities to ensure residents needs are met and that a safe and clean environment is provided at all times
- Ensure health and safety is maintained at all times so far as is reasonably practicable by: Eliminating risks to health and safety so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable
- Required to take reasonable care for their own safety and the safety of others who may be affected by their actions or omissions and cooperate with any actions taken by the employer to comply with the Act and Regulations
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare

PERSON SPECIFICATION

1. Personal Skills, Abilities, & Aptitude

A personal commitment to our Mission to provide care for the benefit of the aged people in our community and adherence to organisational values is essential. The skills, abilities and aptitude of the Laundry Assistant encompass the following:

Skills

- Ensure that work delivered is in accordance with Australian Standard Laundry Practice
- Maintain a safe and clean work environment
- Reports any faults, damage or breakages in equipment, fittings or building fabric
- Basic computer skills

Abilities

- Customer Service
- Organisational & time management skills
- Able to contribute to a clean, safe working environment to ensure safety of residents, visitors, staff, volunteers and self

Aptitude

- Integrity
- Have an interest in supporting others and providing exceptional levels of service to an aged care facility
- Have a natural affinity with people and developing successful relationships
- Ability to work as a team
- Able to follow procedures and work systems
- Able to work across a 7 day a week roster in a variety of shifts

2. Experience

- Considerable experience in working successfully in a team environment

3. Knowledge

- Has awareness of all applicable Policy and Procedures.

4. Performance Standards & Review

An initial Performance Review is undertaken with the Hospitality Supervisor six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the execution of the duties of the position, the policies of the organisation and the rules and procedures practised in this facility.

5. Acceptance of the Position Description

I have read and understand the requirements of this position.

Name

Signature

Date