

Job Description
Laundry Assistant

Responsible to: Deputy Manager

Objectives: The provision of clean, well laundered linen and residents personal clothing.

Key tasks:

1. Receive and sort linen, including foul
2. To ensure that all linen is washed appropriately and in accordance with manufacturers instructions. Only approved products must be used and recommended temperatures observed.
3. Dry all items according to manufacturer's instructions.
4. Iron all items with care and in accordance with manufacturer's instructions.
5. Fold or hang all laundered items and store in the designated areas i.e. linen cupboards or residents rooms in a neat and tidy fashion.
6. Maintain the cleanliness of the laundry area and its equipment at all times.
7. Report any defects with machinery, substandard linen or linen shortage to the House Keeper or Deputy Manager. Ensure that unsafe equipment cannot be used by other people until mended. Report any such items of equipment to the House Keeper or Deputy Manager.
8. To repair residents clothing as necessary or bring to the attention of the deputy manager items of clothing which require repair.
9. Oversee any items sent out for dry cleaning and ensure that these items are returned promptly to residents.
10. Ensure all clothing is marked with the resident's name in an appropriate but discreet fashion.
11. To undertake any other reasonable request/task as and when requested on instruction from a senior member of staff

All staff are required to:

1. Show courtesy and respect to residents, visitors and colleagues at all times.
2. Maintain confidentiality at all times.
3. Report any untoward incidents to the senior member of staff on duty, including illness of residents or fellow members of staff.

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4. Be aware of, and at all times comply with, the relevant company policies and procedures, with special regard for Fire, Safety, Health and Safety management, including moving and handling, COSHH regulations and maintenance of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractise which conflicts with my Job Description may lead to disciplinary action.

Signed

Date