

## **Job Description**

Job Title: Laundry Assistant Hours: TBC

**Reporting to:** Head Housekeeper Base: Care Home based

**Job Purpose** 

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to "create a world where everyone feels special".

## Responsible for: -**Person Specification** 1. Attend initial and update mandatory training as Skills and Knowledge required. Actively engage in personal professional Cleaning experience in supervision including quarterly one-to-one meetings and similar environment with a a yearly performance review, ensuring personal commitment to achieving professional knowledge and competency is maintained. high standards of cleanliness and hygiene. 2. Work within contracted hours or sign an opt-out clause Basic standard of literacy under Working Time Directives, ensuring that the daily and ability to understand work rota is completed within the agreed timescale and instructions as hygiene standards are met. demonstrated by GCSE qualifications or NVQ Level 3 Collect, clean, and redistribute the home's laundry and residents' clothing. Organisational skills with a structured approach 4. Sort washing, dry and iron linen, and residents' Ability to communicate clothing to a high standard at all times, adhering to the effectively verbally and in washing and ironing instructions on the garments. writing. Ability to handle multiple 5. Transport supplies including clean and soiled linen to priorities. the appropriate storage area, ensuring the Infection Control policy is followed at all times. Behaviour High standard of personal 6. Fold, count, and stack linen in an organised manner. hygiene Able to work on own 7. Routinely inspect linen for wear and tear, and report initiative as well as in a this to the Head Housekeeper. team Able to manage time and tasks. Reliable, trustworthy

- 8. Monitor laundry products and inform the Head Housekeeper when they are running low so more can be ordered.
- 9. Ensure laundry areas are kept clean, tidy, and safe at all times.
- 10. Ensure detergents are at the correct level for operating machines.
- 11. Ensure lint filters are cleaned on a twice daily basis and initial the chart provided daily.
- 12. Ensure cleaning is carried out in accordance with recognised methods.
- 13. Carry out duties with due regard to fire and accident prevention.
- 14. Ensure general waste, both clinical and recycling, is disposed of in accordance with the Waste Disposal Policy and adhere to Health and Safety standards.
- 15. Remove rubbish to designated collection points.
- 16. Carry out a brief check of possible safety hazards when cleaning residents' rooms and report any possible hazards to the Head Housekeeper or Head of Maintenance.
- 16. Wear the uniform provided and ensure that it is kept clean and presentable at all times.
- 17. Take reasonable care of your own health and safety, and that of other persons who may be affected by your actions and carry out your responsibilities in ways that ensure a safe and healthy place of work.
- 18. Undertake other duties at the discretion of your Head Housekeeper

## Health and Safety

1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to:

- Caring compassionate attitude
- Able to make responsible choices and decisions, and act in the residents' best interests.
- Desire to work in care.

Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment
Manual/Object Handling
Gas Installation & Use
Provision and Use of Work Equipment
Fire Precautions
Personal Protective Equipment
Legionella/Water Treatment
Waste Management
Reporting of Injuries, Diseases & Dangerous Occurrences
Regulations.

- 2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.
- 3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.

This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.