

## Job Description

**Job Title:** Laundry Assistant

**Department:** Residential Homes

### Primary Objectives:

To be responsible for the efficient running of the laundry of the Home.

### Main Duties:

- 1) To launder clothing daily according to manufacturers' instructions, to return it to individual rooms and put it away tidily.
- 2) To wash other items of linen, such as bedding, tablecloths and napkins as necessary.
- 3) To sluice, wash and dry soiled clothing when required.
- 4) To alter, repair and mark items of personal laundry as necessary.
- 5) To iron clothing and other items, as determined by the senior member of staff on duty.

### Resources (refer to Guidance Notes) :

#### a) People

- 1) To consult with the people who live in the Home when returning laundry/repairs.

#### b) Financial

- 1) To be responsible for stock control.

#### c) Non-financial

- 1) To be responsible for the effective and efficient operation and care of all laundry equipment and machinery.
- 2) To maintain the fabric of buildings and ensuring that a high quality environment is maintained.

#### **d) Special Factors**

- 1) To ensure laundry room(s) and equipment are left clean and safe when not in use.
- 2) To report immediately any faults with laundry equipment.
- 3) To actively protect all vulnerable adults from abuse, prevent abuse from occurring, and report any suspected incidents of abuse, following Vista's Policy and Procedures and the local Multi-Agency Policy and Procedures for the Protection of Vulnerable Adults from Abuse.
- 4) To work flexibly, and to be prepared to adjust timetabled hours with due notice being given wherever possible, to meet the needs of individuals, or to respond to emergencies (due to staff sickness, emergencies or unforeseen events).
- 5) To carry out any such duties as required that may reasonably fall within the scope of this post.

#### **Additional responsibilities**

- 1) To ensure activities comply with current law.
- 2) To operate within the law at all times, with particular reference to Health and Safety, Safeguarding, Equality and Data Protection legislation.
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial working hours.

**Prepared by: JR / PS**

**Date: 28/11/2014**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
<b>Experience</b>		<ul style="list-style-type: none"> <li>▪ Previous laundry experience.</li> <li>▪ Previous experience of working with people with a sight loss.</li> </ul>	Application form / interview / references Application form / interview / references
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Able to sew and carry out minor repairs to garments.</li> <li>▪ Able to work on own initiative and effectively as part of a team.</li> </ul>		Application form / interview  Application form / interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Good communication skills, written and verbal.</li> <li>▪ Able to organise own workload.</li> </ul>		Application form / interview Interview.
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Ability to undertake moving and handling tasks.</li> <li>▪ Willingness to take part in and help organise activities in and outside the Home.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of moving and handling techniques and equipment.</li> </ul>	Application form / interview  Interview