

THE MARIANNE CAUGHEY SMITH PRESTON MEMORIAL REST HOMES
TRUST BOARD

STAFF JOB DESCRIPTION

Job Title Laundry Assistant	
Reports to Laundry Supervisor	Service/Unit Property & Support Services
Employee's Name	Date September 2006

<p>Main Purpose of the Job To assist in providing a laundry service according to the Laundry Service Handbook</p>

Key Activities What I am responsible for in my job	Expected Results What I have to do
Assisting with all laundry processing for linen and clients personal laundry to a timetable	Undertake handbook procedures for: <ul style="list-style-type: none"> • Weighing and recording weights • Sorting • Washing to correct cycle • Drying • Folding • Distribution ready for pickup
Attending to client's personal linen	<ul style="list-style-type: none"> • Check for name labels on all items • Return laundry to client using correct procedures • Fold linen neatly • Check articles are dry • Check for and attend to stains using wash or soak methods.
Operating all machinery in the correct manner and undertaking cleaning of machinery and the laundry area as per the timetable	<ul style="list-style-type: none"> • Operate equipment as per procedures • Undertake cleaning according to timetable • Clean machines daily • Clean filters daily • Check level of chemicals in dispensers regularly and change when necessary • Keep floor and surfaces clean • Keep bins, sorting/folding tables, trolleys, basin and machinery clean • Keep storeroom tidy

Key Skills The core skills I need to have	Expected Results What I have to do
<p>Client Focus <i>always focusing on our individual client's needs</i></p>	<ul style="list-style-type: none"> • Make clients feel important • Treat clients with respect • Respect clients' privacy • Be polite and friendly to clients • Encourage clients' families to be involved • Help solve clients' problems • Handle difficult clients well and seek assistance, if required • Respond to clients' requests
<p>Teamwork and Communication <i>working together to build strong teams and good work relationships</i></p>	<ul style="list-style-type: none"> • Actively participate as a team member • Encourage and support co-workers – go the extra mile to help out in times of need • Respect and value others and their opinions and tasks • Recognise and encourage your own team's efforts • Express disagreement with others tactfully and politely • Assist in orientating new staff • Participate willingly in staff meetings and on committees, as required
<p>Excellence and Improvement <i>having a commitment to excellence and continuous improvement in all our work areas</i></p>	<ul style="list-style-type: none"> • Identify opportunities for improvements in processes and procedures • Attend regular in-service training • Participate in quality improvement activities
<p>High Personal Standards <i>behaving in a way that reflects professionalism, integrity and honesty at all times</i></p>	<ul style="list-style-type: none"> • Present in a neat and tidy manner • Be punctual and reliable • Be honest and open • Express a positive attitude • Show consideration for others • Follow instructions and policies and procedures • Be reliable – complete tasks without constant supervision • Maintain confidentiality
<p>Health and Safety <i>everyone having a personal commitment to ensuring a safe and healthy workplace</i></p>	<ul style="list-style-type: none"> • Understand and follow all employee health and safety responsibilities • Use required equipment safely and report any faults promptly • Report incidents, accidents and near misses promptly • Attend fire safety lecture annually

Key Relationships		
External	Internal	Committees/Groups
Paramount Services	Laundry Services Employees	

Qualifications, Experience, Skills and Attributes
<p>Qualifications, Experience and Specific Skills and Attributes</p> <ul style="list-style-type: none"> • Previous laundry experience preferable but not a requisite. • Ability to communicate and read the English language • Ability to undertake moderate lifting • Able to work within a team environment
<p>Core Skills (refer key skills above)</p> <ul style="list-style-type: none"> • Client Focus • Teamwork and Communication • Excellence and Improvement • High Personal Standards • Health and Safety

Signed Employee:.....

Date:.....

Signed Manager:

Date:.....