|  |  |
| --- | --- |
| **Job Title:** | **Laundry Assistant** |
| **Reports To:** | **Head Housekeeper** |

|  |  |
| --- | --- |
| **Job Summary:** | To support the Head Housekeeper to provide a laundering service in support of the hospitality services function to ensure a high quality and comprehensive care service is delivered to residents. |

|  |
| --- |
| **Role Responsibilities:** |
| * Carry out all laundering duties including:   + Safely store dirty laundry, sorted into appropriate wash loads.   + Wash, dry and iron all bed linen, table linen and towels which are Home property and personal clothing belonging to residents.   + Ensure the linen cupboard is well stocked and tidy   + General cleanliness of the Laundry area including air filters and equipment.   + Ensure all residents clothing is labelled correctly   + General cleanliness of the Laundry area including air filters and equipment   + Returning laundry including personal clothing to the residents * Ensuring clothes are placed in an orderly manner in residents’ drawers and wardrobes * Understand wash guide instructions, laundering requirements of a wide range of textiles and the properties of cleaning materials to ensure that all areas are well presented and maintained in good condition * Practice safe systems of work across the range of tasks and in particularly moving and handling of loads, by assessing risk and having due regard for personal safety and the safety of residents, visitors and staff. * Understand personal responsibilities in relation to the Health & Safety at Work Acts and fire safety and evacuation procedures and demonstrates a working knowledge of COSHH assessments applicable in own work area. * Ensure you follow all infection prevention control policy and procedures * Respecting the dignity and individuality of each resident. * Contribute fully to team working, responding positively to colleagues and actioning all reasonable work instructions promptly. * Advise on the supply and quality of items used to carry out tasks, ensuring the timely and appropriate escalation to the Head Housekeeper of replacement goods/linen * Take reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on any faults and the need for maintenance or replacement. * Ensure supplies and equipment are stored in a safe and tidy manner. * Attend staff meetings and staff training sessions as required. * Adhere to Home Policies and Procedures.   **This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

|  |  |  |
| --- | --- | --- |
| **Person Specification:** | | |
| **Experience** | **Essential/Desirable** | **Assessment** |
| Demonstrate understanding of the laundering requirements applicable to a wide range of textiles. | E | CV/Application form |
| Experience of working in a similar setting or a hotel. | D | CV/Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents | E | Interview |
| Demonstrate compassion and commitment to the delivery of laundry services to residents | E | Interview |
|  | | |
| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Agreement: | | | |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |