



JOB DESCRIPTION

Job Title: Laundry assistant

Responsible to: Home Manager/Housekeeper

Job Summary: To ensure all persons using our services personal clothing, bed linen, towels, flannels and kitchen laundry is kept clean and correctly laundered to a high standard.

Duties and responsibilities:

- ❑ To collect personal laundry from the service users room and/or linen skips located around the home.
- ❑ To launder all items as label describes.
- ❑ To return clean, aired laundry to the appropriate service users room as soon as possible.
- ❑ To assist in the labelling of service users clothing.
- ❑ To report lost or damaged items to the senior staff member.
- ❑ To keep a record of all outgoing and incoming laundry and dry cleaning.
- ❑ To practise acceptable economies.
- ❑ To be aware of the health and safety regulations and to report any situation which could be considered hazardous.
- ❑ To operate powered equipment as appropriate, reporting any problems to your manager and maintenance person.
- ❑ To report all accidents and incidents to the housekeeper and/or home manager.
- ❑ To be aware of Company policies and procedures.
- ❑ To attend regular staff meetings.
- ❑ To attend 1:1 supervision with your line manager
- ❑ To undertake in-service training identified as appropriate by the housekeeper and/or home manager.
- ❑ To ensure the laundry room and machinery is left clean and tidy, all machinery being switched off before going off duty.

- ❑ To complete any other duties as directed by the housekeeper and/or management.
- ❑ To adhere to the employment handbook policies.
- ❑ To report any incident or allegation of abuse in line with Safe Guarding Policies and Procedures
- ❑ To adhere to confidentiality policies
- ❑ To promote and maintain equality and diversity throughout the company

This job description is not intended to be an exhaustive and final list of duties and will be reviewed periodically in line with the needs of the business.

Signed.....

Print Name.....

Date.....

Please sign both copies and return one to the homes manager

Revised June 2008/CBa