

Role Profile for Laundry Assistant

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| Job Title | Laundry Assistant |
| Reports to | Head Housekeeper / Home Manager |
| General scope of post | Accountable to the Home Manager and Head Housekeeper for maintaining the laundry service, ensuring all household linen, towels and residents clothing is processed in a efficient timely manner and carried out with dignity and respect especially in the handling of residents laundry. The laundry needs to be effectively maintained including the, safety, cleanliness and tidiness of the laundry area. |
| Key Accountabilities | <ul style="list-style-type: none"> • Ensuring that all cleaning equipment and materials are maintained in a safe, clean and efficient condition and reporting to the Head Housekeeper where any item of such equipment requires repair or replacement. • Adhere to H&S including COSHH guidelines in line with Trust policies and procedures • Ensuring that all chemicals used in the laundry room are replenished as required and that the Head Housekeeper is made aware of the need to order chemical stocks to ensure the continuous operation of laundry processing. • Assist in returning all household linens and residents' personal clothing to linen cupboards or the residents' bedrooms as appropriate. • To undertake such other duties as may be determined from time to time within the general scope of the post |
| Number of Direct Report | This role has no direct reports |
| Financial Responsibility | This role holds no financial responsibility |
| Knowledge, skills & Abilities | <p>Must be able to demonstrate literacy and numeracy skills in the English language and communicate effectively</p> <p>No formal qualifications however a good understanding and ability to take direction and use own initiative</p> <p>Willing to work towards Level 2 Diploma in Housekeeping or equivalent</p> |

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Person Specification

| ESSENTIAL | DESIRABLE |
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| <u>Qualifications</u> No formal qualifications however must have good communication skills | |
| <u>Experience</u> No prior experience however must demonstrate the ability to use own initiative and take directions | Previous experience of working in a laundry setting |
| <u>Motivation</u> A positive attitude and commitment to high standards of laundry duties whilst respecting the individual wishes of residents whose home he/she is working in | |
| <u>Specific Skills</u> Ability to prioritise work and multitask Professional and courteous manner | |
| <u>Interpersonal Skills</u> The ability to form positive relationships with colleagues | |
| <u>Team Skills</u> The ability to work as part of a team and to promote a harmonious relationship by recognising that everyone has a contribution to make | |