

JOB DESCRIPTION

Post Title:	Laundry Assistant
Location:	Ty Penrhos Care Home
Employer:	Hafod Care Association Limited
Responsible To:	Shift Leader / Registered Manager

MAIN OBJECTIVES OF THE POST

- To take joint responsibility with the Management to ensure that the laundry requirements are undertaken to a high standard.
- To ensure that the laundry room is a safe environment for the residents and staff and conforms to the requirements as laid down under the Health and Safety at Work legislation.
- To maintain a high standard of laundry in accord with Environment Health requirements.

PRINCIPAL DUTIES

1. In the first instance to advise the Shift Leader / Registered Manager of any malfunction of the laundry equipment.
2. To carry out the laundering and cleaning of all residents' clothing, bedding and other soft furnishing items as required.
3. To ensure that sufficient stocks of relevant consumable items are held and that the usage of same is efficient and not wasteful.
4. To maintain stock sheets of all consumable supplies.
5. To ensure that the storage of all cleaning materials conform to the Home's COSHH policy.
6. To aid care staff when they are assisting those residents who wish to take an active part in the laundry of their personal clothing.
7. To participate in staff meetings and in staff training where applicable.
8. To report and record in the appropriate manner any information considered to be important.
9. To adhere to the Association's Policies and Procedures.
10. Any other duties which the post holder might reasonable be expected to perform.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

PERSON SPECIFICATION: LAUNDRY ASSISTANT

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Willingness to undertake relevant training	*****
WORK EXPERIENCE	*****	Domestic or laundry experience gained within a commercial or institutional setting
SKILLS	Good verbal and written communication skills	Demonstrate knowledge of laundering procedures
SPECIAL APTITUDES	Ability to work without supervision Practical approach Teamworker Commitment to providing a quality service Responsive to individual needs	Experience of working in an environment connected with the care of older people
PERSONAL QUALITIES AND ATTRIBUTES	Common sense Tolerance Understanding Dependable	Sense of humour
OTHER REQUIREMENTS	Able to work at short notice when required Weekend working	Good health record

PAY AND CONDITIONS – LAUNDRY ASSISTANT

1. The hourly rate for this position is **£5.56 - £5.99** per hour.
2. A cost of living rise is awarded on 1 October each year which is based on the Retail Price index percentage figure for the preceding August.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your paid holiday entitlement will be 5.6 working weeks per annum.
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.