**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:**  | Laundry Assistant  |
| **REPORT TO:**  | Home Manager **/** Head of Housekeeping |
| ****JOB SUMMARY****This job description is a statement of the core duties of the Laundry Assistant, but it is not an exhaustive list. SLW LTD may revise this job description to meet the needs of the business and reserves the right to require you to perform other duties from time to time.The Laundry Assistant will deliver a well organised and consistent laundry service, demonstrating high standards of cleanliness and handling resident laundry with care. |
| ****Duties and Responsibilities**** * Safely store dirty laundry, sorted into appropriate wash loads.
* Wash, dry and iron all bed linen, table linen and towels.
* Ensure that the linen cupboard is well stocked and tidy.
* Ensure systems for the identification and correct return of personal clothing are effective.
* General cleanliness of the Laundry area including air filters and equipment.
* 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.
* Observance of Health & Safety requirements
* Practice safe systems of work across the range of tasks and in particular moving and handling of loads, by assessing risk and having due regard for personal safety and the safety of residents, visitors and staff.
* To complete all mandatory training required and attend required training on/off site.
* Act accordingly towards residents and their visitors, respecting the dignity and individuality of each resident.
* Advise on the supply and quality of items used to carry out tasks, ensuring the timely and appropriate ordering of replacement goods.
* Liaise with housekeeper for special daily requirements
* To be a team player who will help create and maintain a friendly and welcoming atmosphere in the home
* Conscientious
* Patience and a professional approach with residents, visitors and colleagues.
 |
| **Health & Safety** * **Report immediately to the Home Manager, or person in charge, any illness or infectious nature or accident incurred by a Service User, colleague, self or another.**
* **Understand, and ensure the implementation of, SLW LTD’s Health and Safety policy, and Emergency and Fire procedures.**
* **Report to the Home Manager, or the Maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.**
* **Promote safe working practice within SLW LTD.**
* **Ensure the security of SLW LTD is maintained at all times.**

**Skills/Qualifications*** Organisational skills
* Good attention to detail
* Hygiene
* Laundry/housekeeping
* Organised & methodical
 |

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

SLW LTD reserves the right to amend this job description from time to time, according to business needs.