

JOB DETAILS

JOB TITLE:	Laundry Assistant
HOURS:	Various
REPORTING TO:	Head Housekeeper
BASE:	Location

JOB SUMMARY

Reporting to the Head Housekeeper, the Laundry Assistant is responsible for ensuring a high quality laundry service is delivered within the home.

The Laundry Assistant will provide an efficient laundry service in line with the residents' choice around the laundry service they wish to receive.

JOB SPECIFIC RESPONSIBILITIES

Housekeeping

- Ensure that all washing, drying and ironing for residents' personal clothing and linens are completed with the utmost care.
- Carry out repairs to clothing as needed
- Liaise with Head Housekeeper and relatives if clothing needs to be replaced or needs major repairs
- Ensure soiled linen is handled in line with infection control policy and dealt with efficiently
- Ensure that all clothing is returned to the residents' rooms in line with their choice in an efficient manner.
- Liaise with the Head Housekeeper and the care team to ensure that sufficient clean linen is available.
- Ensure that the laundry equipment is routinely cleaned and maintained in line with policy.
- Ensure regular meetings with Head Housekeeper with regards to laundry issues.
- To actively engage with residents in conversation and meaningful occupation related to their lifestyle choices at a level and pace that values the individual and respects their dignity and communication differences.
- To respond in a timely way to residents who are distressed (calling out, calling for help, knocking or making noises that suggest the need for support) or seek assistance if you feel unable to respond appropriately

Health and Safety

- Ensure all health and safety requirements are being met and attend training as required.
- Ensure regulations and compliance are met and adhered to.
- Ensure equipment and the environment is safe within the home.

- Ensure safety of residents who assist with the laundry are safe at all times.
- You will be required for this role to potentially lift heavy objects

PERSON SPECIFICATION

	Essential Criteria
Qualifications/Education	<ul style="list-style-type: none"> • GCSE's or equivalent
Experience	<ul style="list-style-type: none"> • Proven track record in a laundry environment • Delivering quality services (Desirable) •
Skills/ Knowledge	<ul style="list-style-type: none"> • Good written, non-verbal and verbal communication skills
Personal Qualities	<ul style="list-style-type: none"> • Reliable and punctual • Able to adapt to change • Approachable • Enthusiastic • Flexible • Willing to learn and develop • Listening skills • Patient • Positive attitude • Self-motivator • Flexible approach to working hours - able to work occasionally outside of normal hours. • Ability to promote a professional image for the company at all times • Willing and able to travel to other homes where needed for training / support • Able to adapt to the Athena culture

This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for the laundry assistant position.

Post holder's name:

Post holder's signature:

Date:

