

Laundry Assistant Job Description

Responsible to: Head of Housekeeping/Duty Manager for each shift, overall responsible to Home Manager

Overall Aim of the Job:

To make the use of care services a positive, timely and rewarding choice.

By:

- To maintain the laundry facilities, ensuring service user clothing is maintained to the highest standards of cleanliness & hygiene.
- Ensuring the individual needs of service users are met, ensuring they are provided with a reliable laundry service which enhances their quality of life, whilst maintaining their independence and privacy.
- To actively assist, maintain & promote the Coverage Care values:
Support and listen to you
Use and open, honest culture
Put you at the heart of our service
Ensure you feel safe
Respect your life choices
Be kind and compassionate
- Working on a rolling shift pattern, including alternate weekends, applying a flexible attitude to working hours especially in regards to covering absence & holidays, including bank holidays, evenings & weekends.
- Displaying a caring, sensitive & approachable nature
- Displaying compassion, patience & empathy in all tasks
- Whilst being organised & reliable in approach to work

What Experience do I need...

Housekeeper

Experience of caring for others & working in a health setting is ideal but not an essential element of the role.

Experience of working in a similar role in a domestic or laundry setting is ideal but not an essential element of the role.

What Training Will I Receive...

Mandatory Training – Legislative & Coverage Care (see separate training document)

Additional Training Opportunities: Ladder Safety & Bed Rail Awareness (see separate training document)

Main Duties:

Laundry Tasks

To collect & return laundry/clothing to the units & service users rooms.

To maintain service users clothing, sorting the items, washing & ironing as appropriate. This may include hand washing, ironing, attaching name labels and carrying out repairs where necessary or bringing to the attention of the Care Team where any items require replacement.

To process all household linen from the units & kitchens ensuring that items are sorted, washed & ironed as appropriate to ensure they are thoroughly cleansed and stain free. Bringing to the attention of the Head Housekeeping or Duty Manager where any items require replacement.

To maintain the laundry room & laundry cupboards in a clean, hygienic and tidy condition, including keeping all machines free from dust, cleaning the room at the end of each shift and leaving it tidy.

To maintain laundry equipment in a clean and safe working order.

To notify the Head of Housekeeping/Duty Manager on the need to re-order supplies (i.e. soap powders etc.)

Ensuring that infection control policies are strictly adhered to including the correct method of handling items that have been soiled with body products including the use of personal protective equipment.

Teamwork

To work effectively as part of a team, actively supporting other team members, whilst also being self-motivated to work on own initiative & without direct supervision

To be able to work under pressure

To participate in appropriate training, and be committed to ongoing personal & professional development. To attend staff meetings as requested by the Home Manager

To promptly report any information, issues or concerns regarding the care, support, wellbeing or behavior of service users and also staff members to a member of the homes senior team.

Health & Safety

To ensure all laundry tasks are carried out in line with Health & Safety policies and COSHH regulations.

To ensure all laundry equipment is kept clean and serviceable, and any problems or maintenance requirements are reported to the senior in charge immediately

To identify risks within the home and notify the appropriate senior staff member immediately

To be aware of emergency procedures, report hazards to the Manager and respond to emergencies as appropriate

To wear the correct uniform and personal protective equipment (PPE) associated with the task and role you are carrying out.

Additional Support Tasks

To build and maintain good relationships with service users and their relatives, displaying good communication & listening skills, to ensure they are provided with an effective communication network. This may include talking and listening to service users

To observe & promote service user choice, independence, dignity, privacy, fulfilment & other rights.

To help to create a warm and friendly atmosphere within the home, which allows & encourages service users to develop and participate in the running of the home to their fullest potential.

Once the appropriate training has been completed, you may be required to support the home with the following tasks:

To complete cleaning & tidying duties to maintain the interior of the establishment, its furniture, fixtures & fittings (to include fabrics) to the specified standards and frequencies to ensure the highest standards of cleanliness & hygiene are delivered. These tasks may include: dusting, polishing & hoovering, cleaning of resident's bedrooms & bathrooms, cleaning of communal areas (including the reception area) & living areas, cleaning of offices & staff areas

To support the Care Assistants, when needed, with tidying up after meals, including the washing up, cleaning & putting away of crockery, cutlery & utensils, on the units.

To use appropriate methods to clean carpets, hard surfaces, furniture, bathrooms, toilets, kitchens & windows, in line with the cleaning schedules. To use appropriate methods to clean soft furnishings, including washable curtains.

To dispose of all rubbish in the designated external bins.

Other

Understand & apply the principles of confidentiality at all times

Ensure that service user confidentiality & dignity is maintained at all times, ensuring information is not shared or divulged with anyone not authorized to receive it

To work in accordance with Coverage Care's Code of Practice and all current relevant legislation

Ensure the service provision is anti-discriminatory and culturally sensitive responding to individual needs, with regard to race, religion, culture, language, gender, sexual orientation, age and disability

To actively market Coverage Care and promote a positive, personal & professional profile, ensuring the good reputation of the organization at all times

To display a commitment is made to equal opportunities in the organisation.

Administration Tasks: Ensure all documents associated with laundry & housekeeping tasks are maintained and updated as required.

Job Description Receipt Confirmation

The duties in this job description are not exhaustive, but instead, are representative of the type of work required in the post. The post holder will, therefore, be required to undertake other duties deemed appropriate and consistent with the purpose of the job.

The job description & person specification are revised periodically and amended, as necessary, to ensure that they meets the needs of the service.

I acknowledge the receipt of the above job description.

Name _____ Signature _____

Date _____