



JOB DESCRIPTION

Job Title	Domestic / Laundry Assistant
Responsible To	Head Housekeeper

Purpose of Position

To ensure the clean and hygienic maintenance of the Home at all times. To ensure the home maintains a high standard of appearance which will in turn contribute to the quality of care and lifestyle afforded to each resident.

1. To be aware of the clients' laundry needs.
2. To ensure that every client enjoys clean and well-maintained laundry and that this is presented to the required standard.
3. To understand the philosophy of the organisation and in conjunction with all staff groups ensure and promote a homely atmosphere where residents choice, rights, freedom, and dignity are preserved.

WORKING RELATIONSHIPS

Internal

To have a commitment to multidisciplinary team working and therefore the working relationship will be with ALL members of the Home's team and its residents.

Principal Responsibilities

- To understand the philosophy of the organisation and in conjunction with all staff groups ensure and promote a homely atmosphere where residents choice, rights, freedom, and dignity are preserved.
- To be aware of the various methods of cleaning and ensure that appropriate cleaning agents are used on the various different surfaces.
- To clean all allocated rooms and communal areas including furniture, fittings, fabric, carpets and equipment.
- To clean sanitary and other equipment, with particular attention to guidelines for the control of infection.

- To report any malfunction of equipment or fittings that require maintenance or cannot be kept clean through normal cleaning procedures.
- To collect and deal with waste bags and their prescribed disposal as per the guidelines relating to control of infection.
- To maintain the Pantry areas in each of the units ensuring they are clean and tidy at all times.
- To manage the laundry procedures and required throughput of laundry, thereby preventing unnecessary build-up.
- To ensure that bundles of laundry are identified for the appropriate machine load and unload into the washer(s) and dryer(s).
- To ensure a regular supply of detergent and fabric conditioner is maintained.
- To be responsible for the daily maintenance of the laundry equipment as per manufacturer's instructions, and the daily de-fluffing of the dryer(s), reporting any defects to the Housekeeper / Home Manager as necessary.
- To ensure the correct use of soluble bags with particular regard to soiled and infectious linen.
- To allocate clothes to their appropriate baskets.
- To ensure that all clothes and linen are ironed as appropriate.
- To distribute all clean linen and clothes to the appropriate rooms.
- To ensure the correct marking of residents' clothes.
- To keep the laundry room and store area in a clean and hygienic condition.
- To perform other such reasonable duties as may be required in connection with the provision of a laundry service / domestic / housekeeping functions of the Home. To comply with COSHH regulations.
- To exercise responsibilities under the Health and Safety at Work Act. 1974.
- To act at all times, whilst on duty, in accordance with Waypoints Care Limited policies including fire, reporting of accidents, confidentiality of information.

NOTE: The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

CONFIDENTIALITY: During the course of your duties you may have access to see or hear information of a confidential nature and you are required to undertake not to disclose any such information to any unauthorised persons.

Qualifications and Experience

No formal qualifications are required for this post.

Working Conditions

A flexible 30 hour week will be worked to meet the needs of the home. (Part time / job share possible)

This is a developing post and this job description content will be reviewed after three months and in consultation with the post holder and amended as necessary.