

JOB DESCRIPTION**JOB TITLE:** Laundry Assistant**REPORTS TO:** Nurse Manager**DEPARTMENT:** Daleview House**DATE:** September 2023**REVIEW DATE:** September 2024**ROLE PURPOSE:** To ensure that the laundry requirements of the scheme are met so that we can continue to provide residents with high levels of service.

Key Area	Key Activities
<u>Main Duties and Responsibilities</u>	<ul style="list-style-type: none"> • To Launder bed linen and other sundries according to manufacturers recommendations at suitable and sufficient intervals • To launder and iron clothes according to manufacturers recommendations • To distribute clothes to bedrooms and general laundry to Laundry Store • To repair and label resident's clothing as required
<u>General Duties</u>	<ul style="list-style-type: none"> • To adhere to policies, procedures, guidelines as directed by Apex Housing • To ensure and maintain the health and safety of all persons whilst undertaking duties • To liaise with the Nurse Manager when equipment requires maintenance • To liaise with the Nurse Manager about re-ordering laundry stocks. • To undertake duties which may be deemed necessary, relevant to your post. • To undertake duties as House Keeper or Kitchen Assistant if required. • To adhere to Data Protection and GDPR Policies
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work • No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.