

JOB DESCRIPTION - LAUNDRY ASSISTANT

Responsible to: Registered Manager or other senior member of staff directed by the registered manager.

Purpose of Position: To be aware of the residents laundry needs.
To ensure that every resident has laundry that is presented to the required standard.

Values: To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities

- To manage the laundry procedures and required through put of laundry, thereby preventing unnecessary build up.
- To ensure that laundry is identified for appropriate loads.
- To ensure a regular supply of detergent.
- To be responsible for the maintenance of the laundry equipment and the daily de-fluffing of the dryer, reporting any defects to the senior member of staff on duty.
- To ensure that soiled and infectious linen is kept separate and washed accordingly.
- To distribute clothes into the residents rooms.
- To ensure the correct marking of the residents clothes.
- To keep the laundry room and store area tidy, clean and hygienic.
- Participate in training and support meetings as required.
- Adhere to policies and procedures within the Home and the Trust.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____