



Position: Laundry Assistant – Sutton Manor

Responsible to: Housekeeper / Home Manager

Purpose of position:

To ensure all aspects of the Nursing Home's Laundry Services are carried out effectively, hygienically and efficiently to a high standard. To ensure resident's personal effects are looked after and minor repairs are carried out as appropriate.

Principle responsibilities

- To collect and sort Residents clothes/laundry into categories, ensuring type of items to be laundered are done so in an appropriate manner.
- To launder and iron all linen and Residents personal clothing in a correct manner, taking into account label instructions.
- To ensure all bedding is ironed using either the steam iron or laundry press.
- To ensure that any laundry items in red bags are laundered in accordance with current infection control procedures in a separate load at the appropriate temperature.
- To ensure that approved products only are used throughout the laundry and that COSHH guidance for these products is available and adhered to. Ensure that products are locked away when not in use.
- To launder and deliver tea towels, dish cloths and aprons for the kitchen staff.
- To ensure that all residents clothes are clearly and discretely marked and to remark item if necessary due to fading or wear.
- To report to the housekeeping manager when residents clothing is beginning to wear so the relatives can be contacted to source replacements.
- To report to the housekeeping manager any residents clothing that has been damaged in the laundering cycle.
- To ensure that clean linen and laundry has been stored separately and tidily, and that residents clothing is maintained with care.
- To assist the housekeeping manager to make up beds for viewings and new residents.
- Maintain a clean and tidy laundry area at all times.
- To report to the housekeeping manager when consumables such as red bags or detergent/fabric conditioner for the domestic washing machine is running short.

- To be clean and tidy in appearance, uniform to be worn at all times, hair to be kept tidy and if long, to be tied back for safety reasons.
- To wear appropriate protective clothing as required, ie. Uniform, gloves, protective goggles and sensible, secure footwear, keeping jewellery to a minimum.
- To be mindful of any health and safety issues eg. Wet Floors, making sure that warning signs are used and clearly visible.
- To ensure equipment used is safe and to report any defects, ensuring that any unsafe equipment cannot be used by other persons until repaired. Ensure that all equipment is stored safely.
- To undertake any other reasonable request/task as and when requested on instruction from a senior member of staff to promote the effective day to day functioning of the Nursing Home.
- To work hours as agreed by the Housekeeper to assist in the effective day to day running of the Nursing Home.