

JOB DESCRIPTION & SELECTION CRITERIA

Laundry Attendant

Location

5 Allen Court, Bentley WA 6102

Reporting To

Housekeeping Supervisor

Direct Reporting Staff

Nil

Award / Agreement

Aged Care Award 2010

Position Objective

The Laundry Attendants role is to assist in ensuring the laundry and linen services provided within Bentley Park are of a sufficiently high standard that will enhance the resident's way of life and the staff's working environment.

Responsibilities

- Be responsive and sensitive to residents and customer information, their needs, privacy and requirements.
- Collect, launder, fold, iron, label and return residents' personal clothing to Kingia, Tandara and Waminda Care Facilities on a daily basis.
- Ensure resident's clothing is suitably marked and completed in a timely manner.
- Establish, maintain and monitor high standards of personal and operational hygiene.
- Ensure a full and comprehensive knowledge and understanding of the chemical material safety data sheets relevant to the laundry operation.
- Report to the Housekeeping Supervisor in relation to laundry, linen and equipment issues.
- Report any equipment failure issues.
- To comply with organisational policies and procedures in relation to the laundry and linen operations.
- To ensure all work activities are completed in accordance with manual handling guidelines.
- To demonstrate effective knowledge of fire and safety processes.
- To ensure all activities are completed in accordance with infection control requirements.
- To support and be involved in the Continuous Improvement Program.
- Participate in staff education, personal development programs and training.
- Promote teamwork and harmony amongst staff to achieve departmental goals and outcomes.

Occupational Health & Safety

- Accepts responsibility for own occupational health and safety requirements.
- Attends annual compulsory education
- Utilises Universal Precautions at all times.
- Reports all accidents and completes an Accident/Incident form.
- Identifies and reports any practice / equipment which may reduce safety for staff or residents.
- Works in a safe manner, considering own safety and that of other staff members, residents and visitors to SwanCare Group.
- Ensures equipment that is broken and may present an injury risk to staff and residents is removed from the work area and a request is submitted to the appropriate Manager.
- Conducts safety audits when requested to do so.

Corporate Values

- Actively promotes & develops the corporate values of the organisation;
 - Reliable
 - Enthusiastic
 - Supportive
 - Professional
 - Ethical
 - Compassionate
 - Team Focused
- Ensures that appropriate systems are in place to monitor customer satisfaction throughout all financial services delivered by the organisation.

Professional Development

- Maintains and develops professional knowledge and skills.
- Actively participates in SwanCare Group committees as requested.
- Sets goals for personal and professional growth and revises them annually.
- Acts in accordance with:
 - Occupational Safety & Health Legislation, Standards and Codes of Practice; Australian Standards and other relevant information.
 - Infection Control Standards and Health Department Guidelines.
 - SwanCare Policies, Procedures and Guidelines.
 - The Aged Care Legislation and Principals.
 - SwanCare Delegations Authority.

Performs other duties as directed

SELECTION CRITERIA

Laundry Attendant

Essential Criteria

- Commitment to exceeding customer satisfaction.
- Good written and personal communication skills.
- Demonstrated competence in time management and organisational skills.
- Ability to perform within set timeframes.
- Good written and verbal communication skills.
- Competent in time management and organisational skills.
- Good problem solving skills.
- Ability to perform duties in a team environment.
- Good personal presentation skills.
- Manual driver's licence.

Desirable Criteria

- Previous experience in Aged Care.

Prepared By

Name: *People and Culture*

Signature: _____

Date: _____

Accepted and Agreed by

Name: _____
