

**JOB DESCRIPTION**

**ROLE:** Laundry Assistant  
**RESPONSIBLE TO:** Home Manager  
**REPORTS TO:** Home Manager or Nurse-in-Charge  
**CO-OPERATES WITH:** All grades of staff  
**AIMS:** To ensure residents personal laundry and bed linen is kept clean and in good condition.

**RESPONSIBILITIES:**

- ⇒ To collect dirty linen from areas of the Home where applicable.
- ⇒ To sort laundry into appropriate wash cycles to avoid items being damaged
- ⇒ To dry laundry according to manufacturers recommended instructions.
- ⇒ To iron clothing where appropriate.
- ⇒ To sort residents laundry to ensure each resident receives back their own items of clothing.
- ⇒ To help with the distribution of clothing back to individual resident’s rooms.
- ⇒ To observe COSHH and other health and safety regulations.
- ⇒ To take all reasonable steps to ensure the safekeeping of residents property.
- ⇒ Carrying out general household duties that promote the welfare of residents.
- ⇒ To be aware and comply with the Home’s Operational Policy and Procedures as documented in the Quality Manual.
- ⇒ To be fully conversant with the rules and procedures carried out in the event of fire.
- ⇒ To report all accidents and incidents to the Person-in-Charge of the Home.
- ⇒ To be aware of and comply with the requirements regarding dress, behaviour, punctuality and attendance as indicated in the Disciplinary and Grievance Procedure, Disciplinary Rules and Contract of Employment.
- ⇒ Where Home Policy is proved to be ill defined, or is becoming unworkable, to ensure that the Home Manager is informed.
- ⇒ To attend appropriate training courses or study as requested.
- ⇒ To be aware of and implement any Quality initiatives developed by the Company.
- ⇒ To undertake other duties requested by the Home Manager.

**PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR HOME MANAGER**

Employee Signature: ..... Date: .....