

POSITION DESCRIPTION	LAUNDRY ATTENDANT		PD No:
PURPOSE	The Laundry Attendant contributes to a safe, clean, home like living environment for residents and work environment for staff.		
KEY SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Experience in laundry processing practices such as, collecting, sorting and washing soiled linen, drying, folding and transporting clean linen <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge and experience in safe chemical handling 2. Cleaning experience in residential aged care 3. Certificate II or III in Laundry Operations 		
CONDITIONS OF EMPLOYMENT	According to the Aged Care Award, Karingal Seymour's Enterprise Agreement and Contract of Employment		
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Walk / Stand 85 - 100% of the time. • Bend, squat up to 40 % of the time. • Push trolleys and equipment such as, mop and vacuum cleaner up to 40 % of the time. • Stretching using equipment such as, mop, vacuum cleaner, dusting equipment with extension handles 30 % of the time 		
RESPONSIBLE TO	Corporate Services Manager		
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Completion of laundry tasks according to infection control and occupational health and safety requirements including, the safe storage and use of cleaning chemicals, safe handling and transportation of soiled linen and the correct storage and rotation of clean linen • Labelling of residents' personal clothing and laundry items • Processing of linen and residents' personal items including; collecting, sorting and washing soiled linen, drying, folding and transporting clean linen • Recording of the completion of laundry schedule tasks and monitoring processes such as water temperature 		
REPORTING REQUIREMENTS	Reports items for replacement and issues related to resident's personal clothing to the manager as determined by organisational chart		
PERFORMANCE APPRAISAL	3 monthly, then annually, then two yearly by manager or, as requested by employer or employee.		
Key Result Area	Performance Criteria	Monitoring Process/es	
1.0 PROFESSIONAL CONDUCT	<ol style="list-style-type: none"> 1. Utilises effective time management to promote efficiency across all business operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors and other staff. 3. Strict confidentiality is maintained in accordance with Karingal Seymour's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks. 	<ul style="list-style-type: none"> • Improvement Form System • Management Meetings 	

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SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be a OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • Management Meetings • Incident Reporting Process • Coaching by Manager 	
QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal Seymour's Policies and Procedures, and legislative requirements relevant to role. 2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products and equipment. 	<ul style="list-style-type: none"> • Performance Appraisal • Quality Activity Reports • Meeting Minutes 	
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Attendance Records 	
LAUNDRY PRACTICE	<ol style="list-style-type: none"> 1. Linen and residents' personal items are processed according to infection control and occupational health and safety requirements including the safe storage and use of cleaning chemicals, safe handling and transportation of soiled linen and the correct storage and rotation of clean linen 2. Unlabelled resident's clothing and linen items are kept to a minimum. 3. Items of equipment for replacement are reported to the Corporate Services Manager / Maintenance. 4. Issues related to resident's personal clothing to the Care Coordinator. 5. The completion of routine and specific cleaning tasks related to the laundry is evident through the record of completion and the visual cleanliness and tidiness of the laundry. 	<ul style="list-style-type: none"> • Coaching by Manager • Performance Appraisal • Internal Assessment System • Resident Satisfaction Survey 	

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SKILLS AND TRAINING ANALYSIS				
SKILL	Date:	Date:	Date:	Date:
1. Participates in problem solving activities relevant to laundry				
2. Communicates with peers, residents and others				
3. Able to use the telephone for incoming, transfer and outgoing calls				
4. Works well within the team				
5. Participates in continuous improvement activities related to laundry				
6. Able to complete tasks within acceptable time frames				
7. Works in a safe manner according to OH&S policy and procedure				
8.				
9. Safe chemical handling				
10. Performs manual handling according to documented procedures / guidelines				
11. Practices standard precautions				
12. Cleaning of hard floors				
13. Cleaning of walls, skirtings & ceilings				
14. Cleaning of doors				
15. Cleaning of ducts, grills, vents				
16. Cleaning of electrical fixtures and appliances				
17. Cleaning of resident equipment				
18. Cleaning of furniture & fixtures				
19. Odour control				
20. General tidiness				
21. Cleaning of external features, fire exists				
22. Cleaning of cleaning equipment				
23. Spills management				
24. Effective stock control according to procedures and budget				

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25. Labelling of clothing				
26. Processing of laundry				
Manager initial				
Staff Member initial				

Key: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others