

Job Description

Housekeeper/Laundry

Accountable to: Registered/ Deputy Manager

Responsible for:

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work in alternative sites from time to time.

Tasks

- ⑩ To make Service Users beds, changing linen at least once a week and as and when required
- ⑩ Sort clothing and other articles, load washing machines, and iron and fold dried items.
- ⑩ To return clean laundry to each Service Users studio, packing away in the appropriate place if asked to do so
- ⑩ Sort, count, and mark clean linens, and store them in linen closets.
- ⑩ Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- ⑩ To meet Service Users personal laundry needs, including hand washing, ironing, attaching name labels and carrying out repairs where necessary.
- ⑩ When appropriate, to launder soft furnishings and other on site laundry.
- ⑩ To sort and sluice where necessary soiled linen.
- ⑩ Check and record items sent to contract laundry for dry cleaning.
- ⑩ To unpack, check and store laundry on return from contract laundry.
- ⑩ To maintain laundry equipment in clean and safe working order.
- ⑩ To maintain the laundry area in a safe condition and notify the Duty Manager of any safety hazards or defect equipment.

- ⑩ To notify the Administrator on the need to re-order supplies (i.e. soap powders etc.)
- ⑩ To perform general cleaning duties.
- ⑩ To carry out any other reasonable duties within the overall function of the job
 - To implement the GSF programme within the home

Health and Safety

- ⑩ Make yourself aware of the companies Health and Safety Policy adhering to it at all times including COSHH
- ⑩ Report any health and safety concerns to the duty manager, protecting the welfare of all visitors, staff and residents of the Care Community at all times. Including taking equipment out of action and placing notices on effected equipment.
- ⑩ To keep yourself and the other people in the community safe.
- ⑩ Maintain building security as instructed.

Training

- ⑩ To attend all training provided to you when requested.
- ⑩ To attend all staff meetings when requested.