



THE FED
Job Description

TITLE: Laundry Assistant
PLACE OF WORK: THE FED
DEPT: FMS
RESPONSIBLE TO: Brian Pomfret
DATE JOB DESCRIPTION REVIEWED: July 2017

JOB PURPOSE:

To ensure that clothing is labelled and alterations made where necessary. To assist the laundry team where in order to meet the needs of the service

COMMITMENT TO OUR VALUES:

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

Main duties and responsibilities:

1. To press labels into the unlabelled clothing of our service users
2. To attend to any minor repairs in service user clothing i.e shortening trousers/skirts, sewing on buttons.
3. To assist in the distribution of laundered clothing to our service users throughout the buildings

4. To assist in the laundry department when necessary
5. To assist in the ironing of clothing for our service users
6. To sort through freshly laundered clothing to ensure they are taken to the correct department/person
7. To take responsibility for ensuring that the work area is kept clean

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the Skills for Care code of practice for social care workers and Care Quality Commission (CQC) regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of the THE FED's resources.

Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.

- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Post Holder _____
(print name)

Signature _____

Date _____

Dept/Floor-----