



## **JOB DESCRIPTION**

**JOB TITLE:** Laundry Person

**RESPONSIBLE TO:** Home Manager/Registered Manager

### Purpose of Position

- To be aware of the service users laundry needs
- To ensure that every service user enjoys clean and well-maintained laundry and that this is presented to the required standard

### **Principal Responsibilities**

1. To manage the laundry procedures and required throughput of laundry, thereby preventing unnecessary build-up
2. To ensure that laundry is clearly identified
3. To be responsible for the maintenance of the laundry equipment and the daily de-fluffing of the dryers, reporting any defects to the Home Manager
4. To ensure the correct use of bags, with particular regard to soiled and infectious linen or clothing
5. To machine-wash and dry laundry according to machine manufacturers and clothing instructions, ironing where required. Where necessary to hand-wash items instead of machine-wash.
6. To identify and repair (where possible) any items that require mending.
7. To fold and sort clothing to the appropriate baskets
8. To distribute clothes into service users rooms
9. To help return items of bedding and linen to the linen store where required
10. To keep the laundry room and store area in a clean and hygienic condition
11. To assist in the completion of personal items lists for new service users
12. To perform other such reasonable duties as may be required