



Position Description: Laundry Assistant Grade 2

Business area: Housekeeping Services
FTE: As per Conditions of Employment
Reports to: Housekeeping Services Supervisor

Position Objective:

- To ensure that the Hospital is provided with a quality linen service in accordance with Australian New Zealand Laundry Standard AS/NZS 4146:2000 and Ministry of Health Certification Standards.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none">• Chief Executive Officer• Hospital Manager• Housekeeping Services Supervisor• Patient Care Manager• Infection Prevention and Control Coordinator• All other St George's Staff	<ul style="list-style-type: none">• Contractors• Suppliers• Customers of the Laundry Service both on and off site



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Key Areas of Accountability:

Area of Accountability	Expected Results
Laundry Processing	<ul style="list-style-type: none"> • Follows St George's laundry procedures set out in accordance with Australian New Zealand Laundry Standard AS/NZS 4146:2000 and Ministry of Health Certification Standards. • Maintains skills, knowledge and competencies as per hospital policies and procedures relative to the laundry assistant role. • Demonstrates competence in all areas of the laundering process. • Demonstrates competency in implementing emergency procedures and maintaining a safe and secure work environment. • Has a good knowledge of Infection Control practices and complies with policy requirements. • Reports equipment failure immediately to the Housekeeping Supervisor and removes faulty equipment from service. • Maintains good laundry and housekeeping practices and ensures compliance with hospital and departmental policies and governing acts and regulations. • Maintains equipment in a clean state. • Maintains a high standard of personal hygiene and an acceptable standard of personal presentation. • Uses Information Technology as required. • Collects dirty linen from around hospital complex as directed. • Ensures all dirty linen is sorted and sprayed as per procedure. • Loads programmed machines and updates records as required. • Ensures washing machines are emptied and wet washing is transferred promptly to clean area for drying. • Loads dryers and commences the drying cycles as per protocol • Assists with the emptying, sorting and folding of dried linen. • Inspects linen to ensure it is fit for use. • Linen should be handled as little as possible to reduce bio burden. • Contaminated linen i.e. dropped, torn or stained must be returned for reprocessing. • Distributes clean linen throughout the hospital complex as requested.
Interpersonal Relationships/Teamwork	<ul style="list-style-type: none"> • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the organization and the laundry team. • Communicates effectively, honestly and openly with other team members. • Models St George's values.
Professional Development	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation. • Participates in Performance Planning and Review. • Attends relevant in-service education
Quality Improvement	<ul style="list-style-type: none"> • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. • Participates actively in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy. • Participates actively in the development/review of policies and procedures.



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Area of Accountability	Expected Results
Organisational Culture	<ul style="list-style-type: none">• Promotes harmonious working relationships within the organisation.• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.• Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients.• Adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none">• Understands and has knowledge of the Treaty of Waitangi and its implications.• Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.• Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none">• Documents accidents and incidents accurately in accordance with hospital policy.• Takes reasonable care for personal health and safety.• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.• Ensures compliance with hospital security requirements and is vigilant in all matters of security.• Recognizes safety hazards and initiates appropriate corrective actions.• Attends fire and evacuation lectures and participates in drills as required.• Participates in Health and Safety training as mandated by St George's from time to time.
Organisational effectiveness Contributes to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none">• Looks for ways and means to actively and effectively promote cost effectiveness.• Accurately completes cost accounting documents as appropriate
Other Duties To undertake other duties as requested by the Housekeeping Services Supervisor from time to time	<ul style="list-style-type: none">• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.



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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications		
Experience & Knowledge	<ul style="list-style-type: none">• Previous experience an advantage but not necessary as full training will be provided	
Personal Attributes	<ul style="list-style-type: none">• Be able to work in a team and unsupervised• Friendly and outgoing• Reliable• Physically fit and able to lift heavy loads	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____