

Position Description: Laundry Assistant Grade 1

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:
• Chief Executive Officer • Hospital Manager • Housekeeping Services Supervisor • Patient Care Manager • Infection Prevention and Control Coordinator • All other St George's Staff	• 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	- 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 dry 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. - Assists with the loading and emptying dryers - Sorts, dries, folds and prepares linen for use within the hospital as per procedure. - 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	- 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	- 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	- 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.
Organisational Culture	- 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.

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Area of Accountability	Expected Results
Cultural understanding of the Treaty of Waitangi	- 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	- 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	- 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	Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications		
Experience & Knowledge	Previous experience an advantage but not necessary as full training will be provided	
Personal Attributes	- Be able to work in a team and unsupervised - Friendly and outgoing - Reliable - Physically fit and able to lift heavy loads	

Agreed by:

Authorised by: Hospital Manager
Procedure owner: HR Manager

Issue date: June 2021
Version: 2
Review date: June 2023

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Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
(Hospital Manager)