

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.
Organisational Culture	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the organisation.

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	<ul style="list-style-type: none"> • 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.

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 	

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Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____