

MEADOWS NURSING HOME

JOB DESCRIPTION

LAUNDRY ASSISTANT

Job Title: Laundry Assistant

Responsible to: Registered General Nurse (Person in charge/daily basis)

Accountable to: Registered Home Manager

JOB SUMMARY

To assist in the provision of clean and appropriately laundered personal clothing and general linens throughout the home, under the supervision of the Person in charge and/or Registered Home Manager; in such a way as to promote the health and wellbeing of all Service users at all times, and the reputation of the company, in a respectful and dignified manner.

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales**; also within the **National Minimum Standards and Regulations (Wales 2002)** of the **Care Standards Act 2000**.*

To ensure your continued capability and competence to carry out your job role all staff are also expected to ensure their attendance at and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

All staff must maintain appropriate status, fit for employment within the Criminal Records Bureau (CRB) system, throughout the period of employment.

RESPONSIBILITIES

General

All staff have a responsibility to read and have a working knowledge of the policies and procedures of the company, as applicable to their job role; including the health and safety manual and retention and completion of their personal copy of the employee handbook.

All staff also have a responsibility to work within the **Code of Practice** for **Social Care Workers** of the **Care Council for Wales**, and ensure attendance and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

Policy folders are located within the Home Managers office. All members of staff must adhere to these policies & procedures at all times, failure to comply will result in disciplinary action. The Registered Home Manager will clarify any points as necessary and notify all staff of amendments as they become operational.

Role Specific

1. To work towards a laundry plan throughout your shift, which will have been organised by the Registered Home Manager as the overall plan for the Care Home, including any additional duties which may have been identified by the Registered General Nurse on duty - as the '**Person in charge**' of the shift (on a daily basis).
2. To undertake minor sewing repairs to Service users personal clothing and home linens under the direction of the Person in charge and to sew on name labels to Service users personal clothing as the need arises.
3. To advise the Person in charge and Registered Home Manager of any damage caused due to laundering processes or any damaged prior to laundering of residents' personal clothing.
4. To ensure that you are familiar with all Control of Substance Hazardous to Health (COSHH) guidance for the cleaning products that you are using, and how and where to safely use them within the Care home.
5. To participate in bi-monthly supervision and annual appraisal.
6. To attend **all** mandatory training and any additional training as identified via supervision or deemed necessary by the company; including the intention to achieve NVQ level 2 in housekeeping/hospitality. Failure to attend identified or mandatory training will result in disciplinary action.
7. To attend Staff & Service user meetings and contribute ideas and suggestions, appreciating the diversity and equality of Service users within the Care Home and the staff who you work with

8. To maintain confidentiality regarding all matters relating to Service users, their care and welfare, the day-to-day running of the establishment, and members of staff being honest, trustworthy, reliable and dependable Failure to comply will result in disciplinary action.
9. To uphold public trust and confidence in the Care Home and the Company including: maintaining a high standard of appearance and behaviour and complying with the uniform and dress code policy of the company
10. To work in such a way as to honour work commitments, agreements and arrangement to promote the health and wellbeing of Service users, and by declaring issues that might create conflict of interest or influence your judgement.
11. To be prepared to work in any area of the home or other homes/settings operated by the company as required by the management that are within your capabilities and scope of practice
12. To report any situations where there may be a risk of violence or aggression, or where Service users may be at risk, to the Person in charge without delay. To refrain from trying to deal with the situation on your own without seeking help from appropriate staff.
13. To be efficient in the use of all supplies and highlight deficiencies to the Person in charge and/or Registered Home Manager.
14. To be familiar with the fire policies, to know where the fire points are, to take part in fire training and fire drills.
15. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, throughout your work practices. And to be fully aware of the companies infection control policy and the safe disposal of waste and contaminants
16. To report all accidents and to ensure that any accidents are recorded in the accident book.
17. To report any concerns or complaints raised by Service users, or their representatives, and direct any enquiries to the person in charge and/or Registered Home Manager in a responsible manner and in a timely fashion or to the most senior person in the home.
18. To be aware of the whistleblowing procedure and be committed to informing the Registered Nurse of Home Manager where the observed practice of your colleagues may be unsafe or inappropriate
19. To be committed to protecting Service Users from Abuse, neglect, harm, exploitation or discrimination and to receive regular updates & training with regard to the principles and procedures of the Protection of Vulnerable Adults (PoVA) and the 'In Safe Hands' guidance and South Wales Adult protection procedures.

DUTIES

1. To become familiar with the individual clothing of Service users accommodated and advise relatives/ representatives under the supervision of the Person in charge and/or Registered Home Manager of the need for replacement items, general repair condition of clothing, as required.
2. To give Service users assistance with minor repairs to clothing as required and advise on storage, and inform the Person in charge and/or Registered Home Manager for the need for additional items such as coat hangers etc.
3. To ensure clothing held within the laundry is stored appropriately and the laundry is kept clean and safe for operation at all times.
4. To ensure detergent dosing systems are running correctly and that appropriate stock levels are maintained at all times.
5. To handle soiled laundry safely and in accordance with the infection control policy of the home and ensure that appropriate alginate bags are used when necessary and that any waste accumulated by the laundry is disposed of correctly.
6. To maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the Service users; including the summoning of help in an emergency situation and being aware of the name and location of the nominated First Aider and Fire Warden for your shift.
7. To support activities inside and outside of the home as required. To engage Service users in conversation and remain pleasant and courteous in manner at all times
8. This list is not exhaustive and on occasions you may be reasonably directed to undertake additional duties.

Job Descriptions are always subject to review by the Registered Home Manager and any reasonable instruction not contained in the above description must be adhered to.

Employee

Print Name

Date

Signature

Line Manager

Print Name

Date

Signature