



Job Description

Job Title: Laundry Assistant

Department: Domestic

Line Manager: Laundry Manager

Key Tasks and Responsibilities

1. To carry out laundry duties within the following range:
 - a. Loading of washing machines with dirty laundry
 - b. Emptying machines and loading tumble dryers
 - c. Emptying tumble dryers, sorting all items as per required routines.
 - d. Fitting shirts to hangers and loading into steam tunnel finishing machine
 - e. Removing hangers and shirts from machine, folding and placing in personal laundry boxes as required
 - f. Folding of all laundry as needed, including personal clothing, bedding, towels, table linen, staff clothing etc.
 - g. Use of all machinery in accordance with safe working practices and as trained.
 - h. Use of roller ironer for table linen etc.
2. Each laundry assistant has a specified range of jobs to be carried out each day. However, each member of staff is to be trained sufficiently so that he or she is capable of carrying out all routines within the laundry if so needed and at the instruction /discretion of the Laundry Manager.
3. All work routines are to comply with relevant Health and Safety at Work Act requirements and all such practices within the College. Staff will be regularly monitored and all routines reviewed annually.
4. To comply with all necessary regulations concerning use of machinery and other materials, including storage of laundry powders etc.

5. To carry out other such duties of a reasonable nature as may be directed by the Facilities Director or the Laundry Manager.
6. To maintain the standard of cleanliness in the laundry as required by the College and to the satisfaction of your superior.

Person Specification

1. Previous experience of using industrial laundry equipment, machines and cleaning materials would be advantageous
2. Use of equipment relating to manual handling and understanding of lifting and manual handling regulations
3. Knowledge of COSHH regulations
4. Previous experience of working within the industrial laundry sector would be advantageous
5. Ideally educated to GCSE standard or equivalent
6. A motivation to work with children and young people
7. To have good interpersonal skills and the ability to work well as part of a team