Company Name: STRAWBERRY FIELDS

Policy No: 01-1311	Authorised:	Date:
JOB DESCRIPTION - *LAUNDRY ASSISTANT*		

JOB TITLE: Laundry Assistant

ACCOUNTABLE TO: Proprietor

RESPONSIBILITIES:

1. To collect dirty laundry from Care Staff, sort and sluice where necessary. To observe all precautions needed for infection control according to laid down procedures.
2. To check all items on each service user's Laundry List against items bagged up for laundry. To report any discrepancies to the Care Staff.
3. To sort all garments, fabrics and linen into types for separate washing cycles.
4. To machine-wash according to machine manufacturer's instructions and dry clothes, ironing where required. Where necessary, to hand-wash items instead of machine-wash.
5. To identify and reserve any items requiring mending, and to report same to Care Staff.
6. To fold and sort clothing for each service user in preparation for collection and return of garments to the service user. To check off items on each service user's Laundry List, retaining the List in cases of query.
7. To help in returning items of bedding and linen to the linen store where required.
8. To undertake other duties, as necessary.

SIGNATORIES:

Job Holder:	_____ *(Name)*	_____ *(Signature)*	_____ *(Date)*
Manager:	_____ *(Name)*	_____ *(Signature)*	_____ *(Date)*