

## Position Description

### Role Specification

|                       |                          |                  |              |
|-----------------------|--------------------------|------------------|--------------|
| <b>Role Title:</b>    | SERVICE WORKER - LAUNDRY |                  |              |
| <b>Business Unit:</b> | Enliven Residential      | <b>Location:</b> | Enliven Home |
| <b>Collective:</b>    |                          |                  |              |

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>Reports to:</b> (role title)     | Home Manager / Services Team Leader |
| <b>Direct reports</b> (role titles) | NIL                                 |

#### **Purpose of the role** (What the role does; how the role contributes to the organisation goals)

As a laundry team member you will assist in maintain a clean, warm, caring, and secure environment for residents and staff at the facility.

#### **Key Accountabilities** (Key activities, tasks and outcomes to be achieved)

##### **Supporting Residents Independence**

- Is familiar with Eden philosophy. Eden philosophy is promoted and approach during interaction with residents, families and staff.
- Help residents who are able, maintain their individuality by allowing and assisting them to help with laundry.

##### **Quality**

- Provide quality laundry service that meets the needs of our residents.
- Understands and carries out Enliven laundry service as written in the work schedule.
- Identify and put aside for repair any linen or personal clothing that requires mending
- Maintain infection control standards at all times. Outbreaks of infection are contained and eliminated.
- Understand and follow procedures of infection control as written in the infection control policy
- Assist staff through their orientation programme

##### **Professional Development**

- Attend and participate in mandatory training sessions and participate in staff meetings.
- Performs any other general laundry duties as required by management.

##### **Health and Safety**

- Has read and understood PSC Health and Safety policy.
- Carries out work in a safe way that protects their own and/or others health
- Reports any unsafe work conditions.
- Reports all accidents, incidents and near misses for residents, visitors, staff and self.
- Reports all hazards and potential hazards seen during the working process

Initials: \_\_\_\_\_

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### **Core competencies**

Competent performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

#### **Teamwork**

- Develops a good working relationship with other team members. Has a friendly manner and good sense of humour.
- Works cooperatively
- Shows flexibility
- Is reliable and consistently performs tasks correctly.
- Are a good listener and answer's questions and concerns raised by others in a non defensive way.

#### **Quality**

- Provides quality service, looks for ways to improve work processes and shows commitment to continuous learning and performance development.
- Plans and organises work completing tasks in a timely manner. Consistently performs tasks correctly.

## **Person Specification**

### **Key job requirements**

#### **Qualifications**

- A laundry qualification

#### **Delegations**

#### **Experience**

- Experience in working in a commercial laundry useful
- Experience working with the elderly is preferred

Initials: \_\_\_\_\_

## Treaty of Waitangi

Enliven, Presbyterian Support Central is committed to working in a multi-cultural way and affirms the place of Maori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Treaty of Waitangi.

*The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

I have read this job description and accept it.

Signed: ..... Date: .....

Employee's Name: .....

|                                     |  |       |  |
|-------------------------------------|--|-------|--|
| Prepared by:<br>(Name and position) | Matthew Gutschlag<br>HR Director       | Date: |  |
| Approved by:<br>(Name and position) | Nicola Turner<br>GM – Enliven Residual | Date: |  |

Initials: \_\_\_\_\_