

# Laundry Services

Role description

## Laundry Services

The Volunteer Services Unit offers a limited laundry service to patients who have no one to assist them with laundering their clothes, and provides a laundry service to the hospital for laundering of non-sterile items as requested.

### Duties

- Offer a same day laundry service to patients who have no one to assist them by washing and drying their clothing.
- Undertake laundering of hospital laundry e.g. slings, hover mats and shackles
- Record all items that enter and exit the laundry service ensuring they are clearly identify and returned to the correct patient
- Caring and cleaning for the machines used daily, wiping down and checking filters

### Hours of Service

Shift times: 8:30am to 2:30pm  
Days: Monday to Friday (excluding public holidays)  
Location of shift: Volunteer Services Unit – Level 3

### Special Requirements

- Have the physical ability to undertaken the duties in a safe manner
- Complete a clear National Police Clearance certificate and renewal every 3 years
- Comply with Work Health & Safety and Infection Control requirements
- Complete all annual mandatory training requirement

### Person specifications

Volunteers in this role will have the following personal skills, experiences and attributes:

- Excellent customer service skills
- Ability to relate and engage with people from a diverse range of backgrounds
- Effective listening and communications skills
- Ability to be compassionate and empathic
- Ability to undertake duties with minimal supervision
- Reliable and punctual



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## Supervisor

Team Leader or Coordinator Volunteer Services Unit

I have read and understand the duties and requirements associated with this volunteering role.

Name

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Signature

Date

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