



## POSITION DESCRIPTION

**POSITION:** Laundry hand

**STATUS:** Term-time

**REPORTS TO:** Head of Boarding

**DATE:** 2020

**CLASSIFICATION:** Service Staff Level 0

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### **Purpose of Position**

Under the close supervision of the Head of Boarding, launder linen and students' uniforms in accordance with accepted procedures, being mindful of infection control obligations and garment care instructions.

### **Qualifications**

Junior Certificate or equivalent is the minimum formal qualification

### **Experience**

No experience is required however the person must have the ability to;

- follow instructions provided by the Supervisor
- handle large quantities of laundry and lift heavy items on a daily basis
- self organise and manage their time well
- interact professionally with all members of the College Community
- commit themselves to the principles of continuous improvement

### **Typical Duties:**

Duties may include but not limited to the following;

- collecting items from each Boarding House floor
- washing and drying all bed linen and uniforms,
- treating stains appropriately for Boarding students and accommodation unit guests.
- folding linen
- ironing or steaming uniforms
- attending to minor repairs to school uniforms
- returning laundered items to the Boarding House and accommodation units
- maintaining a clean and tidy work area
- keeping equipment clean, well maintained and free of lint, reporting breakages or mechanical difficulties promptly to the Maintenance Supervisor
- sweeping the laundry floor and dryer walkway