

Job Description:
Laundry Person with Driving Licence

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| Function: Laundry Person |  |
| Job:  | To drive from Charing Cross Hospital to St Mary’s Hospital with laundry, (mops and clothes) wash laundry by machine and return laundry to St Mary’s Hospital and stack in the store before picking up the second run.  |
| Position:  | **Laundry Person with Clean Driving Licence** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  | Domestic Manager |
| Additional reporting line to: | Assistant Domestic Manager  |
| Position location: | Domestic Department – St Mary’s Hospital |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Take unwashed laundry (mops and clothes) from St Mary’s Hospital to Charing Cross Hospital, wash laundry in machine and return to St Mary’s Hospital with clean laundry, stack in the store before picking up the second run.
* Ensure that the risk of healthcare associated infections are minimised.
* Ensure that your services assist Sodexo to ensure there is a clean and safe environment.
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Draft. Version: 27-03-2014

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Domestic Services ManaagerDomestic Assistant Services ManagerLaundry Person |

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| **4. Accountabilities** – “What You Have To Do”  |
| * To ensure all laundry (mops and clothes) are appropriately washed and dried.
* Take unwashed laundry (mops and clothes) from St Mary’s Hospital to Charing Cross Hospital, wash laundry in machine and return to St Mary’s Hospital with clean laundry, stack in the store before picking up the second run.
* Safe driving of the Company Van.
* To be aware of cross infection.
* To use the appropriate baskets/trolleys for soiled and clean laundry.
* To inform the Domestic Manager when washing supplies are running low.
* To adhere to the washing/drying instructions on the washing machine and report any faults to your Line Manager.
* To keep all items stacked neatly in the store at all times.
* To keep the laundry area clean and tidy.
* To sweep the floor and empty the bin at the end of your shift.
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| 5. General  |
| * To attend and participate in staff meetings and attend all mandatory training when required.
* To attend any other training when a need has been identified.
* To communicate effectively with other staff.
* To report any faults/defects of any machinery or Company vehicle.
* To be fully aware of the fire policy.
* To ensure you are familiar with all current policies and procedures and understand your duty to comply and implement them when necessary.
* To wear the company uniform at all times whilst on duty.
* To be aware of confidentiality at all times especially regarding the use of Mobiles and Radio’s.
* Ensure that you do not use a mobile telephone while driving.
* To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
* To wear identification badge at all times.
* To promote and ensure the good reputation of Sodexo at all times.
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| 6. Health and Safety  |
| * To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
* To assist in the maintenance of a Safe and Healthy Working environment by understanding and ensuring adherence to Sodexo’s Health and Safety Policy and Procedures including Fire Policy.
* To practice and promote safe working practices within Sodexo.
* To take responsibility for your own Health and Safety and that of others who may be affected by your acts or omissions.
* To be fully aware and comply with infection control policies and procedures and appropriate hand hygiene technique.
* To clean up any spillages that you have made or found in the Laundry.
* Strictly no smoking on the hospital’s grounds or in the Company vehicle.
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| 7. Qualification, Training and Experience  |
| * Clean Driving Licence is a necessity to drive the Company Van.
* Previous experience is not essential as training can be given.
* To have good communication skills.
* To have the ability to work effectively within a team environment
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