

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs



October 2019

The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

<b>Position Title:</b>	Laundry Worker	
<b>Reports to:</b>	Transport Manager & Support Services Coordinator	
<b>Senior Manager:</b>	Commercial Portfolio Manager	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>• Other Laundry Staff/Facilities Coordinator</li> <li>• Other WCDHB Staff</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>• Canterbury Laundry Services (CLS) or other contracted linen supplier</li> </ul>
<b>Role Purpose:</b>	<p>The 'Laundry Worker' is responsible for ensuring laundry is processed in a timely manner and to the required standard.</p> <p>To provide an ad-hoc housekeeping service to properties owned or rented by WCDHB within Greymouth.</p>	
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Ensure all WCDHB sites / Departments have sufficient levels of linen.</li> <li>• Work in all areas of laundry plant as rostered.</li> <li>• Sort dirty linen to appropriate categories ie: for CLS to process, to be processed on-site at Grey Base or to be processed at the WCDHB local provider.</li> <li>• Remove substandard items from clean linen received back from CLS. Record in database and return to CLS.</li> <li>• Sort &amp; Dispatch clean linen received back from laundry providers to appropriate ward/sites.</li> <li>• Put linen away in wards (refolding if necessary).</li> <li>• Load and empty the washing machines and dryers for linen or other items to be processed here. Iron these items as appropriate.</li> </ul>	

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

	<ul style="list-style-type: none"> <li>• Keep the work area floor, machines and surroundings clean and tidy including empty tubs where applicable.</li> <li>• Report any machine failures to the Transport Manager &amp; Contract Services Coordinator.</li> <li>• Report any accidents or incidents to the Transport Manager &amp; Contract Services Coordinator.</li> <li>• Any other related duties as required.</li> </ul>
--	--

## KEY ACCOUNTABILITIES:

The 'Laundry Worker' is responsible for:

<p><b>1. Health and Safety</b></p> <p>Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards.</p>	<ul style="list-style-type: none"> <li>• The Laundry Worker will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person.</li> <li>• The Laundry Worker will abide by the WCDHB Health &amp; Safety Plan and will participate in plane development and health &amp; safety training as appropriate. The Laundry Worker will bring health &amp; safety issues to the attention of the Transport Manager &amp; Contract Services Coordinator in time for consideration during the preparations of plans and budget.</li> </ul>
<p><b>2. Quality</b></p> <p>Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.</p>	<ul style="list-style-type: none"> <li>• It is expected the Laundry Worker will be able to assess incoming linen as either acceptable or substandard and treat accordingly. The Laundry Worker may also be required to participate in the development of quality initiatives.</li> </ul>

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

## PERSON SPECIFICATION:

### Qualifications & Experience

It is desirable that applicants have had some experience either in a commercial Laundry or factory; or commercial cleaning organisation.

### The preferred appointee should have the following personal qualities:

- Able to work unsupervised
- Ability to prioritise tasks
- Able to manage their time effectively
- Able to maintain confidentiality and use discretion
- Able to work cooperatively as part of a team
- Possess a high level of initiative

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

*Signed on behalf of West Coast  
District Health Board*



Date 18 DEC 2019

Name Renee O'Brien

Position Recruitment  
Coordinator  
West Coast District Health Board

*I accept the terms and conditions as  
outlined in this Position Description*

Maria Williamson

Date 16/12/2019

Name Maria Williamson

Job Title Laundry

West Coast District Health Board