



Job Description

Job Title:	Laundry Operator
Grade:	Skill Zone 1 / Pay Band 2
Division:	Social Care, Dementia Care & Support Service
Responsible to:	Home Manager

Overview

The creation of Manx Care in 2021 involved the integration of all social care services. Work is ongoing in Social Care to cement this integration, exploring culture and effective ways of working within the new structure of Manx Care, with the Department of Health and Social Care and with our stakeholders and partners. This role is required to provide vital support to the work of Dementia Care & Support Services

CARE

In Manx Care we pride ourselves on our Commitment & passion, Accountability & reflection, Respect & inclusion, and Excellence & innovation. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

Job Purpose

The purpose of this role is to contribute to the smooth operation of Dementia Care and Support Services. By providing a laundry service to ensure all residents have clean clothes, linen and bedding.



General Duties and Responsibilities

The post holder will:

Take responsibility for the day to day running of the main laundry area in the home.

Take care of resident's clothing to the highest standard.

Ensure that if items are sent out for laundering, accurate records of the number dispatched and the number returned are maintained, reporting any discrepancies to the Home Manager.

Ensure that a safe working environment is maintained at all times, and be proactive in reporting any identified health and safety issues.

Arrange for all Dry Cleaning to be sent off site.

Ensure that clothing is appropriately labelled and returned to the correct resident.

Ensure records/check lists are maintained.

Undertake all training required by Service and as directed by the Manager.

Accept the allocation of additional laundry tasks as delegated by Senior Social Care Workers, Registered Nurses and Manager.

Take an active role in infection prevention and control within the home, adhering to the Infection Control Policy at all times.

Be required to work on a rota basis which will include undertaking work during weekend and bank holiday periods

In conjunction with other members of the team ensure that any stores are maintained at locally agreed levels, rotated properly and used economically

Report any concerns to the person in charge of the home.

Demonstrate integrity, by speaking up if standards are not being met, or health and safety is being compromised.

Maintain confidentiality and have regards for resident dignity and privacy adhering to the Data Protection policy.



Governance

The Post Holder will:

Attend all meetings and supervision sessions as required and appropriate to the role.

Be accountable for own practice and take responsibility for maintaining and improving knowledge and skills through mandatory training and any other training that is deemed appropriate.

Be responsible for full compliance of all policies and procedures, ensuring the correct procedure is followed at all times.



Personal Qualities

The Post Holder will:

Show integrity by being honest, working to the required standard at all times, being professional and committed to the role.

Maintain a good working relationship with all colleagues.

Dress and conduct should be of a standard which promotes resident and public confidence in the ability of the individual and the service as a whole.

Take a positive approach to opportunities offered for personal development.

Uphold the values of Manx Care.

Be able to work using their own initiative as well as having the ability to work as part of a team.



Environmental / Health and Safety

The post holder will:

Complete duties using the cleaning materials and equipment provided, ensuring all health and safety precautions are followed.

Adhere to and follow all guidance relating to Control of Substances Hazardous to Health (COSHH). Including the location of COSHH Risk Assessments, Safety Data Sheets and safe storage.

Use appropriate Personal Protective Equipment (PPE) when necessary.

Have a working knowledge of equipment relevant to the role, including washing machines, dryers, steam press and irons. Ensuring they are used in a safe and appropriate manner for which they were designed. Reporting any suspected defects to the person in charge immediately.

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

Ensure a secure environment, and after addressing immediate concerns bring any breaches of security to the attention of their managers.

Have exposure to hazards and unpleasant working conditions, such as soiled and infected linen.

Be required to work as a lone worker.



Legislation

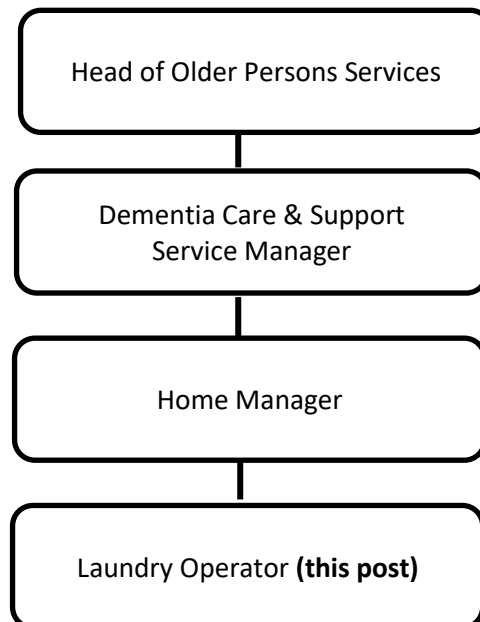
Ensure you are aware and work within the constraints of relevant legalisation, including, but not limited to the Data Protection Act (2002) and Health and Safety Act (1974).

All Manx Care colleagues are expected to recognise that the everyday business of the organisation requires the highest level of personal integrity. Each employee has a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business of the work place and outside of the work place.

Note: This job description forms part of the contract of employment of the person appointed to this post. Whilst it provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, Manx Care may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in Manx Care, provided that such changes are appropriate to the employee's remuneration and status.

Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.



Manx Care Person Specification
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Job Title:	Laundry Operator
Board:	Manx Care
Care Group:	Social Care, Dementia Care & Support Service
Grade:	Skill Zone 1 / Pay Band 2

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Credibility Willingness to undertake all training relevant to the role.	E	CV
Capability Ability to work on own initiative and recognise when to seek advice and assistance. Be willing to learn new skills. Previous experience of working as a Laundry Operator. Good command of the English language including comprehension, written and oral skills. Understand and be able to demonstrate the importance of confidentiality and data protection.	E E D E E	CV/Interview Interview CV/Interview CV/Interview CV/Interview
Character Possess good organisational skills. Be able to work without direct supervision. Good interpersonal skills and ability to work with people as part of a team as well as an ability to use own initiative. Resilient and calm when under pressure. Meet the requirements of the CARE ethos. Good interpersonal skills, respectful and professional approach with colleagues, residents and family members. Innovative and embraces change.	E E E E E E E	Interview Interview Interview Interview CV/Interview Interview Interview

Conscientious and proactive approach to achieve and maintain standards of excellence.	E	Interview
Punctual and committed to the role.	E	Interview
Circumstances and Interests Isle of Man Worker.	D	Application
Be able to travel to different venues across the Island i.e. different homes within the service.	E	Interview
Flexible and able to work on a rota basis which will include unsociable hours, night duty, weekends and bank holidays.	E	Interview
Satisfactory Police Check.	E	Pre-employment checks
Physically able to carry out the requirements of the role.	E	Pre-employment checks