



**Riverview**  
Lutheran Rest Home Inc

# **Job and Person Specification**

## **Laundry/Cleaning Co-ordinator**

**November 2024**

### *Organisational Overview:*

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

# JOB & PERSON SPECIFICATION

POSITION:	LAUNDRY/CLEANING CO-ORDINATOR
TYPE OF EMPLOYMENT:	PART TIME Hours as per contract of Employment
REPORTS TO:	GENERAL SERVICES MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	Laundry & Cleaning Staff

## ***Position Overview:***

The Laundry/Cleaning Co-ordinator is responsible for all ensuring that all facility laundry and cleaning is completed by staff in an efficient, effective and timely manner, whilst maintaining a safe and clean environment for residents and staff by following established procedures and work practices. The role is also responsible for the supervision of all laundry and cleaning staff, and regularly reviewing and updating job duty lists in conjunction with the General Services Manager.

## ***Qualifications and Requirements:***

### ***Essential***

- Experience working in a laundry setting
- Holds and maintains a satisfactory police check no more than 3 years' old
- Computer skills

### ***Desirable***

- Previous experience in an aged care setting
- Previous experience in supervising others

## ***Key Job Responsibilities:***

- Ensure that a high standard of hygiene is maintained at all times by staff undertaking cleaning and laundry tasks in accordance with established work practices
- Ensure that staff complete all tasks as allocated and on rostered cleaning and laundry shift duty lists
- Ensure that Infectious items are handled, washed and dried in accordance with procedures, and that principles and practices of infection control are adhered to as part of normal duties
- Contribute to the Work Health and Safety goals of the organisation by reviewing work practices and standard operating procedures, and making recommendations for improvements where identified
- Ensure that chemicals and equipment are utilised correctly and safely by adhering to prescribed instructions and reporting any malfunctions promptly
- Ensure that all chemicals and equipment on cleaning trolley are secured by staff according to Riverview Policy and within sight at all times in the secure dementia unit
- Ensure that Infectious items are handled, washed and dried by staff in accordance with procedures, and that principles and practices of infection control are adhered to as part of normal duties
- Ensure that cleaning and laundry chemicals and equipment are ordered in a timely manner and in stock at all times

- Ensure that equipment is maintained in accordance with operating recommendations and industry requirements
- Ensure all policies and procedures are followed at all times
- Comply with workplace procedures for risk identification, risk assessment and risk control
- Demonstrate and train any other staff required to use the laundry facilities
- Ensure that laundry and cleaners rooms are maintained and left clean and tidy by staff at the conclusion of each shift
- Undertake regular reviews of the standard of cleaning undertaken by staff in resident rooms and common share areas, and provide the feedback, and/or retraining required to ensure that high standards of hygiene and cleanliness are maintained throughout the facility.
- Rostering of laundry, cleaning and kitchen staff, and filling shifts

**Essential Ongoing Responsibilities:**

- Maintain current professional knowledge and skills required to maintain a safe, clean environment for residents and staff
- Attend all Mandatory Training, including fire and emergency and manual handling
- Able to accept responsibility and accountability for actions
- Know and operate within the policies and procedures, and quality assurance and occupational health, safety and welfare practices of the organisation
- Operate within the Riverview Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect

**Essential Person Specification Criteria:**

- Team Leader with the ability to work well without direct supervision, whilst also able to inspire, support and impart knowledge to others in a respectful & constructive manner
- High level of verbal communication skills
- Self-starter who is motivated and proactive
- Uses initiative to identify opportunities and issues and can develop and implement plans and solutions
- Task orientated with the ability to maintain focus
- Sense of loyalty and commitment
- High standard of attention to detail
- Excellent organisation skills
- Excellent time management skills
- Ability to establish good rapport with residents and their families
- Ability to multitask



**Acknowledgement**

I, \_\_\_\_\_ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED:

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature

Manager's Signature

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_