

Position Description

POSITION TITLE: Laundry Worker

DEPARTMENT: Beacon Laundry

RESPONSIBLE TO: Team Leaders

DIRECT REPORTS: Nil

EMPLOYMENT TYPE: Casual

LOCATION: Lonsdale

National Police Check

NDIS Worker Screening Check

Working with children check

Drivers Licence

Medical

Provide evidence of completion of NDIS Worker Orientation Module

Beacon Adelaide is a Backed by Bedford Social Enterprises creating jobs, careers pathways and a workplace where people from all backgrounds can thrive, providing products and services to our customers and jobs and training for our laundry team members.

At Beacon Laundry, we're less about profit, and more about people, purpose and the planet. We are a jobs-focused social enterprise where we do laundry with people in mind.

POSITION SUMMARY

The laundry worker is responsible for operating washers and dryers, sorting, and folding laundry according to specific protocols to ensure cleanliness and proper handling of items. They maintain a clean and organized workspace and monitor equipment for malfunctions. Excellent attention to detail and adherence to safety and hygiene standards are crucial for efficiently managing the daily laundry operations.

KEY RESPONSIBILITIES

Service Delivery

- Day to day operations and ensure processes are followed to provide high quality service within targeted lead-times
- Assist with the efficient performance of all tasks related to the operation of the Laundry

Production

- Use of all production equipment including the loading and unloading all wash extractors and dryers.
- Pulling and pushing of linen trolley's and loading, unloading trolleys
- Lifting of filled linen bags and putting dirty linen in the washers

- Feeding items through Ironer and use of utility press
- Use of all production equipment including some machinery setting, loading and operation.
- General lubrication of production machinery/equipment.

- Responsible for assuring the quality of own work
- Manual sorting, folding and ironing of linen and use of linen press
- Checks for faults and corrects for machinery
- Assist with all aspects of the Laundry where relevant
- Continue to promote safe systems of work.

SKILLS/ATTRIBUTES

Essential Skills and Qualities

- Physically fit and able to stand for extended periods of time.
- Understands and applies quality control techniques.
- Basic engineering and fault-finding skills.
- Exercises discretion within their level of skills and training.
- Ability to work to productions schedule and manage own time.
- Capable to work both independently and as part of a large team.
- Ability to promote a positive environment within the laundry.
- Be reliable and open to work overtime were necessary.

Desirable Skills and Qualities

- Experience in a commercial laundry (working on commercial ironer, Tunnel Washer, Sorting Area) or similar or relevant type processes.
- MR or HR license
- Trade Certificate
- Certificate III in Disability, and/or, Certificate II in Laundry Services
- Senior First Aid certificate

CORPORATE RESPONSIBILITIES

All staff are required to work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards) and any other legislation that is relevant to their role.

- Behave in a manner that is consistent with Beacon's mission, vision and values and that supports clients and employees to achieve their NDIS goals and objectives.
- Comply with Beacon/Bedford's policies and procedures as amended from time to time, including the Code of Conduct.
- Acquire and maintain work health and safety knowledge relevant to your position.
- Participate in PDP process if/when required by Beacon.
- Participate in mandatory training as relevant to your role and as required by Beacon/Bedford.

OTHER RELEVANT INFORMATION

Further Information about Beacon may be found at: <http://www.beaconlaundry.com.au> and Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the Laundry Worker.

[NAME]

Signed _____

Date _____