

Position Description

POSITION TITLE:	Linen Coordinator
DEPARTMENT:	Beacon Laundry
RESPONSIBLE TO:	Production and Logistics Coordinator
DIRECT REPORTS:	Nil
EMPLOYMENT TYPE:	Part-time/Full-time
INDUSTRIAL INSTRUMENT:	SESA 5
LOCATION:	Various customer locations
<input checked="" type="checkbox"/> National Police Check	<input checked="" type="checkbox"/> NDIS Worker Screening Check
<input type="checkbox"/> Working with children check	<input checked="" type="checkbox"/> Drivers Licence <input checked="" type="checkbox"/> Medical
<input checked="" type="checkbox"/> 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 Linen Coordinator plays a critical role in ensuring seamless laundry operations. Responsibilities include efficient ordering, distribution, and inventory management of linen at customer locations, with a commitment to maintaining high standards in quality and timeliness of service.

KEY RESPONSIBILITIES

Service delivery

- Ordering of linen and distributing throughout the site into the appropriate linen rooms as per customers' requirements.
- Ensure the linen is neatly and systematically arranged and stacked.
- Managing and recording reject linen to be returned for credit and looking after daily linen requirements.
- Address any linen delivery issues promptly with PLC.
- Day to day operations and ensure processes are followed to provide high quality service within targeted lead-times.
- Communicate with dispatch team leader and the Account Manager allocated to the site of any issues concerns or changes to the site requirements.

- Performs all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures to achieve overall objectives of this position.
- Continue to promote safe systems of work to reduce lost time frequency.
- Ensure effective communication is maintained at all times and address any conflicts in a timely and effective manner.
- Championing the delivery of the NDIS Practice Standards, the NDIS Code of Conduct, as well as the NDIS Quality and Safeguarding Framework.

Production

- Stores laundered linen on shelves after verifying numbers.
- Conduct systematic linen inventories and report discrepancies.
- Reports to the Account Manager when changes to stock requirements or product range is required as requested by site Hotel Services Manager, through PLC.
- Examines laundered items to ensure cleanliness and serviceability.
- Records and sends torn/damaged items back to the Laundry.
- Responsible for assuring the quality of own work.

SKILLS/ATTRIBUTES

Essential Skills and Qualities

- Australian Drivers License
- Stock control and maintain inventory records
- Demonstrated ability to work unsupervised
- Good communication skills both written and oral
- Knowledge and experience working in commercial laundry, and/or laundry service operations in a Hospital/Aged Care Environment
- Demonstrated ability to follow procedures
- Basic computer skills
- Ability to work both independently and as part of a large team
- Be organized and ability to manage own time
- Problem Solving skills
- Physically fit and able to stand for extended periods of time

Desirable Skills and Qualities

- 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, and:

- 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 Linen Coordinator.

NAME:

Signed _____

Date _____