



POSITION STATEMENT

- POSITION TITLE:** Laundry Services
- REPORTS TO:** Laundry Supervisor/Chief Executive Officer
- AWARD/AGREEMENT:** Boneham Aged Care Services Inc Aged Care Employees ANMF-SA & United Workers Union Enterprise Agreement 2025
- CLASSIFICATION:** Contract

POSITION STATEMENT

The Laundry Services is responsible to the Laundry Supervisor to perform the day to day of laundry tasks for the organization.

KEY OUTCOMES AND RESPONSIBILITIES

The following outcomes will inform KPIs, assessable as part of performance assessment.

- Read communication book for changes or requirements, staff memorandums and general notices.
- Read duties manual related to tasks for the day
- Attend to all tasks each shift as identified in the duties manual
- Complete all laundry documentation required each shift

QUALIFICATIONS

- Current police clearance check and have the original of the certificate that is dated no more than 3 years old and must be assessed as being suitable to work in aged care.

SKILLS, KNOWLEDGE AND ATTRIBUTES

- Experience in the laundry service delivery (desirable)
- Demonstrates a commitment and caring manner when meeting the needs of others, particularly the aged and their relatives.
- Exhibits the capacity to work closely with other employees and management.
- Demonstrates an understanding of and empathy towards aged residents.

MANDATORY REQUIREMENTS

Police check satisfying requirement of the Aged Care Act 1997 (less than 3 years old).

In accordance with the Aged Care Act 1997 the person occupying this position must not be:

- Someone who has been convicted of an indictable offence
- Someone who is an insolvent under administration
- Someone who is of unsound mind.

OTHER REQUIREMENTS

Work Health & Safety Responsibilities

- All staff have a legal obligation to ensure that they comply with Work Health and Safety regulations and the organisational policies, procedures and standards.
- Promote effective work health and safety practices from all staff.
- Monitor compliance with work health and safety legislation.

Equal Employment Opportunity Principles

- Promote and implement policies and procedures in relation to EEO and the prevention of bullying, harassment and intimidation.

Consumer Rights

- Demonstrating knowledge and commitment to resident's rights and responsibilities with regard to health care provision.

Confidentiality

- Demonstrating an understanding of confidentiality and privacy policies and legislation.

Disability Discrimination

- Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act.

PERFORMANCE MANAGEMENT

New Employees:

Orientation will be the first step in the performance management process. Reviews will be undertaken during the six-month probationary period to check progress and development.

All Employees:

- Participate in an annual performance appraisal and/or review by staff.
- Meet the key performance indicators as agreed with the chief executive officer on an annual basis.
- Act in accordance with professional, legislative and organisational standards, policies and procedures.
- Seek out professional development and ongoing educational opportunities in order to maintain a high level of professional skill and job satisfaction.
- Attend all sessions at the compulsory study days on an annual basis.
- Comply with the Boneham Aged Care employee code of conduct at all times.
- Attend staff meetings as required.

SUMMARY OF DUTIES

Include but not limited to:

- Read communication book for changes or requirements, staff memorandums and general notices.
- Read duties manual related to tasks for the day
- Attend to all tasks each shift as identified in the duties manual
- Complete all laundry documentation required each shift

Compliance and Continuous improvement

- Facilitate/comply with/ monitor implementation of relevant quality standards to ensure ongoing compliance and accreditation status.

Other Duties

- From time to time the CEO may direct that other duties be carried out.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with the CEO as necessary. Position statements and employee performance will be reviewed regularly.

I, _____ have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Laundry Services (employee):

Chief Executive Officer:

Signed:.....

Signed:.....

Date:.....

Date:.....