



Title: **LINEN ATTENDANT**

Department/s: **Laundry**

Approved By: **Director of Operational Services**

Date Approved: **Feb 16 2000**

Date Revised: **Dec 15 2000**

Policy Number: *

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POSITION SUMMARY

The Linen Attendant is responsible for a designated portion of the laundering of residents' personals and other Fairhaven laundries. This includes the delivery of daily clean linens from Booth Centennial Linen Services to the units as well as assisting the Laundry Machine Operator in the sorting of residents' personals.

RESPONSIBILITIES

1. To assume the areas of responsibilities and all duties of the delivery of linen to all units and assist in laundering responsibilities of residents' personal laundries.
2. To assist with any project work as required by the Laundry Department throughout Fairhaven as assigned by the Building Services Supervisor.
3. To ensure all job functions are undertaken in an efficient and effective manner.
4. Responsible for ensuring standards established through Fairhaven's Quality Assurance Program are maintained as relative to his/her assigned laundry functions.
5. Perform cleaning functions as assigned to maintain a clean and safe work environment.
6. Maintains a positive and harmonious relationship with all members of the Fairhaven community.
7. Participates in Fairhaven's WHMIS program.
8. Participates in Fairhaven's Health and Safety program.
9. Participates in in-service education as required.
10. Implements preventative infection control measures.
11. Ensures that all activities are carried out in a manner to reduce risk of injury to resident and staff.
12. Participate in Fairhaven's TQS program.
13. Participates in other work-related duties as outlined by his/her manager.

JOB REVIEW AND EVALUATION

A written performance appraisal will be completed by the Building Services Supervisor prior to the end of the incumbent's probationary period, and bi-annually thereafter.

If a need is evident, an appraisal will be done more frequently.

REPORTING RELATIONSHIP

Reports directly to the Building Services Supervisor.

QUALIFICATIONS

- 6 months current experience in institutional laundry
- Working knowledge of institutional laundry practices including infection control principles and practices.
- Must be a self-starter exhibiting a positive work ethic
- Able to fulfil the physical demands of the position.
- A demonstrated ability in the practice of good interpersonal skills.