

Heritage Life Personal Care Home	POLICY NUMBER: L&P-HR-J-017
SUBJECT: Job Description-Laundry Aide	MANUAL: Leadership and Partnership– HR section

Position: Laundry Aide
Accountability: Housekeeping/Laundry Manager
Hours of Work: 07:00 to 15:00 or 15:00 to 23:00 as assigned.
Union: IUOE
Department: Housekeeping/Laundry

Qualifications

1. Completion of high school or equivalent.
2. Good command of English, both spoken and written.
3. Minimum of two years experience in a laundry position is desirable.
4. Ability to take direction in laundry duties and to carry through in a safe, responsible, and efficient manner.
5. Mature and pleasant disposition.

Responsibilities

1. To ensure that all linens and Residents clothing are clean and maintained by:
 - Removing laundry from bags into washer checking to ensure that there are no items that should not go into washer and that the colours and whites are not mixed.
 - Washing linen and bedding separate from other laundry.
 - Soaking heavily soiled linens.
 - Washing resident's outerwear if washable in the delicate fabric cycle.
 - Checking with Housekeeping Supervisor to determine whether "fancy" clothes can be laundered in the commercial washers.
 - Providing minor repairs to clothing as required.
2. To ensure that clothing is not lost or misplaced during the laundering process by:
 - Ensuring all new personal items brought in are labeled promptly.
 - Delivering all laundered items to the correct Resident Room.
3. To deliver the appropriate disposable incontinence products to the neighbourhoods each day.
4. To ensure a safe working environment at all times by:
 - Reporting unsafe conditions and taking appropriate action to prevent accident/injury.
 - Following all infection control practices including routine practices and additional precautions where required.
 - Maintaining separate sides in the laundry room for clean and soiled laundry and ensuring that no cross contamination occurs.

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- Ensuring knowledge of and adherence to WHMIS program through knowledge of all MSDS sheets applicable to the Laundry department thereby ensuring safe handling and storage of all chemicals.
 - Utilizing Personal Protective Equipment according to the MSDS and other policies and procedures.
5. To function as an ethical member of the multidisciplinary team by:
 - Creating and reinforcing a caring environment that supports Residents in achieving optimal health outcomes, goals to manage illness or a peaceful death.
 - Ensuring that information about the Resident that is observed, is to be communicated to the nurse in a timely manner.
 - Communicating ethical concerns to the Housekeeping Manager.
 - Maintain confidentiality of all resident information in accordance with (PHIA)
 6. To be knowledgeable of, and work within, the Resident Bill of Rights, Mission, Vision and Values of Heritage Life PCH.
 7. To understand and adhere to all standards, policies, procedures of the facility.
 8. To maintain satisfactory working relationships with all co-workers and other departments of the facility.
 9. Accepts responsibility for maintaining own knowledge appropriate to the position by attending In-service education programs.
 10. Participate on committees and attend meetings as required.
 11. To orientate and train newly hired laundry staff.
 12. To perform other related duties as assigned. This may include occasional shifts in Housekeeping when staff shortages occur.

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