

LAUNDRY ASSISTANT

JOB DESCRIPTION

Reports to: Laundry Supervisor

Department: Residential Life

POSITION SUMMARY

The Laundry Assistant works in the School's laundry undertaking general laundry and cleaning duties, primarily for the residential students.

ESSENTIAL CRITERIA

- i) **Core Competencies (Knowledge, Skill & Experience)**
- Strong organisation skills
 - Ability to pay attention to detail
 - Ability to work autonomously and part of a team
 - Ease in communicating with people of all ages and walks of life
 - Honesty, patience, friendly and a sense of humour
 - Experience in a similar role is desirable
- ii) **Additional Requirements & Values**
- Current Working with Children Check
 - Department of Education Police Clearance
 - A demonstrated commitment to the promotion of the College, as a Uniting Church in Australia school, in accordance with the College's Vision, Mission and Values

CORE RESPONSIBILITIES & TASKS

Laundry and cleaning

- General laundry and cleaning duties including; washing, ironing, folding, sorting and delivering clothing and linen throughout the College

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated 9/1/2017