



Job Description

Laundry Assistant

Working Hours: 10 hours per week, 8am to 1pm Thursday and Friday term time only

Responsible to: Housekeeping Manager

Summary of the Role:

To assist the Housekeeping Manager in maintaining a professional and efficient service. To launder clothes and linens to the standard required by Haberdashers Monmouth Schools.

Main Duties and responsibilities

Laundry Assistant

1. To launder items of clothing and linen according to set work schedules to the standard required
2. To work in a safe and hygienic manner
3. To ensure all equipment storage areas are left clean, neat and tidy after each work session and that all manual and electrical equipment is clean, in sound working order and stored correctly
4. To maintain personal hygiene and neat appearance
5. To attend training sessions and developments as required
6. To assist and help as requested by the Housekeeping Manager
7. To report any absenteeism, lost and found property, accidents and complaints to the Housekeeping Manager promptly

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification

Laundry Assistant and Domestic Cleaner

<i>Essential</i>	<i>Desirable</i>
Qualifications	
	<ul style="list-style-type: none">• Minimum 2 GCSEs, Grade C or equivalent• Health & Hygiene Certificate
Experience	
	<ul style="list-style-type: none">• Recent cleaning work
Skills	
<ul style="list-style-type: none">• Ability to work independently and as part of a team• Ability to work accurately with attention to detail	<ul style="list-style-type: none">• Good Interpersonal skills
Personal Attributes	
<ul style="list-style-type: none">• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	