

## Chargehand Laundry

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**Department:** Health and Community Services

**Division:** Non – Clinical Support Services

**Reports to:** Laundry Manager

**JE Ref:** HCS1178

**Grade:** MW05

**JE Date:** 09/01/2023

### Job purpose

Effectively supervise and manage a team of up to 16 laundry hands on a daily basis, allocating work to them and ensuring the delivery of a highly efficient cost effective Laundry service to the requirements of a busy 24hr 7-day week healthcare service.

### Job specific outcomes

1. To supervise the day to day running of the Central Laundry department, ensuring a high standard of cleanliness and safety practices are maintained in conjunction with the guidance provided by Infection Control and Health & Safety.
2. To organise the Laundry workforce to ensure that all daily duties are carried out and that all SLA's are met to ensure laundry requests are processed, managed and despatched within an acceptable timescale to all clinical services areas and external customers.
3. Communication to all relevant staff in clinical roles and external customers to support the safe and timely delivery of patient care.
4. To coordinate all inbound and outbound laundry deliveries and collections and any ad-hoc deliveries as requested by the Laundry service manager.
5. Organise staff training to ensure all areas of the laundry have resource capable of carrying out the day to day activities of a busy commercial laundry service.
6. Ensure each area within the central laundry is adequately resourced to maintain a good flow throughout.
7. Monitor and maintain adequate stock levels of laundry consumables through the use of cycle counts and annual stock checks, report any findings to the Central Laundry manager and as Instructed undertake the necessary corrective action.

- Supervise and delegate work assignments between 16 Laundry staff whilst working in conjunction with a secondary laundry chargehand to ensure the effective running of the laundry service.

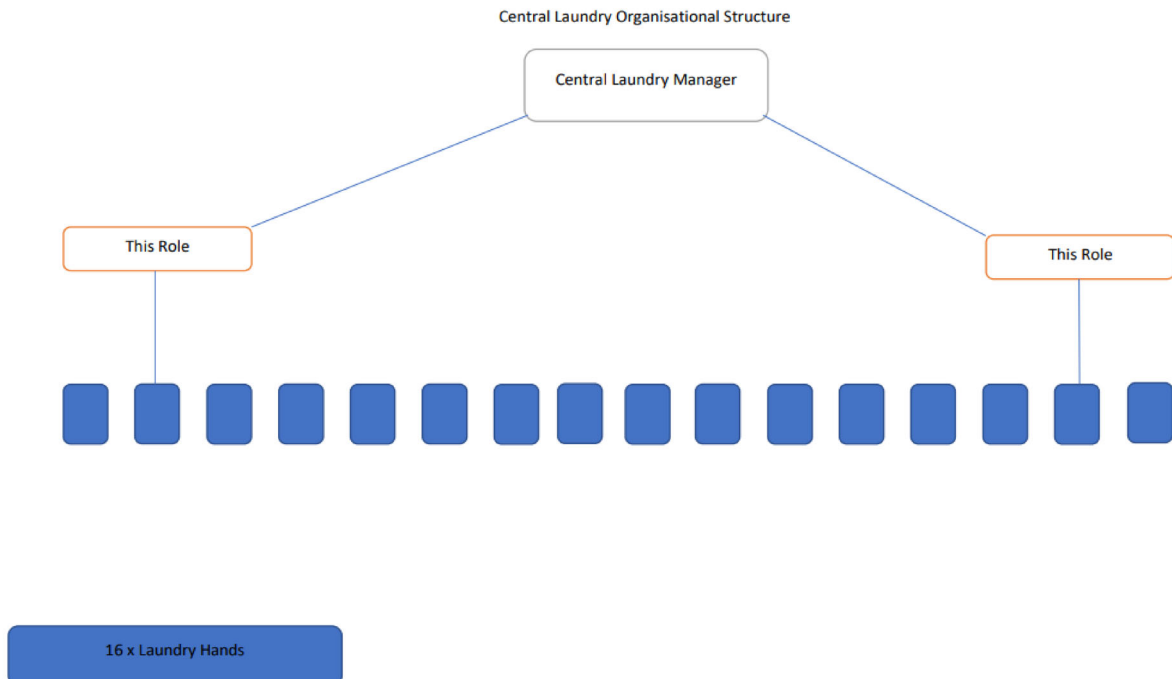
### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Core Accountabilities, Attributes and Behaviour Indicators

Active engagement, participation in compliance with all statutory responsibilities applicable to the role, as required.

### Organisational Chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to GSCE Level	.
<b>Knowledge</b>	Supervisory / Management Experience  Training in COSHH  Understanding and working knowledge of how a commercial laundry operates	
<b>Technical / Work-based Skills</b>	Good understanding of technical principles of a modern commercial laundry and a good understanding of policies and procedures	
<b>General Skills/Attributes</b>	Numeracy skills and good working knowledge of Microsoft Excel  Due to the nature of the job a considerable amount of manual handling is undertaken, therefore the post holder must be physically fit and in good health.	
<b>Experience</b>	5 years' experience in a commercial laundry environment	