



## Role Description

<b>Title:</b>	<b>Boarding Laundry Assistant</b>	<b>Location:</b>	Toowoomba
<b>Reports to:</b>	Boarding Manager	<b>Classification:</b>	Services Staff Level 1
<b>School:</b>	St Saviour's College, McAuley House	<b>Tenure:</b>	Continuing, Term time

### 1.0 Purpose

The Boarding Laundry Assistant provides high quality laundry services to the boarding students in McAuley House.

### 2.0 Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- effective communication and relationship building skills
- effective organisational skills
- demonstrated experience working with the Microsoft suite of products
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

#### Desirable

- demonstrated experience in a similar role is highly desirable
- a current First Aid certificate

### 3.0 Key result areas

- 3.1 Coordinate the laundry service, including administration and record keeping, for McAuley House, St Saviour's College; ensuring all linen needs are met and student personal clothing is laundered
- 3.2 Collaborate and communicate with others to ensure that high professional standards are met
- 3.3 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)
- 3.4 Completes other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

## 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### Boarding Laundry Assistant

#### **3.1 Coordinate the laundry service, including administration and record keeping, for McAuley House, St Saviour's College; ensuring all linen needs are met and student personal clothing is laundered**

- follow a set schedule for laundry
- liaise with senior residential staff and the Boarding Manager to assist with the improvement of current practices
- order and monitor laundry supplies
- correctly operate commercial and domestic washing and drying equipment
- launder and iron school uniforms
- launder student linen including bath towels
- perform minor repairs to student uniforms
- comply with health and safety policy, safe work procedures, instructions and directions and promote a culture of safety within the residential house
- collaborate and communicate with all members of the residential staff team
- liaise with the senior supervisors regarding student needs, as required

#### **3.2 Collaborate and communicate with others to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

#### **3.3 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the college to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan
- participate positively in performance appraisal annually, identifying goals for professional development and seek continuing training opportunities to attain these goals

#### **3.4 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates