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| **Title of Post:** | Laundry Workshop Leader |
| Place of Work: | The Laundry  Beannachar Camphill Community  South Deeside Road, Banchory-Devenick, Aberdeen AB12 5YL |
| Responsible to | Day Service Manager |
| Responsible for: | All aspects of running an effective Laundry Service, which also provides training and work opportunities to learning disabled adult students. |
| Hours of Work: | 8:30-4:30 Monday to Friday |
| Annual Leave | 32 days inclusive (refer to Terms and Conditions for required leave periods). |
| Pay: | £20-£22,00 depending on experience and training |

Background: The Laundry Workshop is a pleasant workspace fitted with commercial washing and drying machines, folding area, pressing machine and drying room. It processes approximately 12 residential students’ personal laundry and linens from four residential homes Beannachar**.** TheLaundry handles a wide range of garments and functions, including clothing, bedding, soft furnishing covers, sports kits, catering items and curtains. A successful, reliable laundry service is essential

Students at Beannachar enjoy learning and working in the Laundry. It's a great way to learn practical skills they will need to become independent and gain readiness to work skills. The Laundry workshop leader will be required to undergo training in social care and support of young adults with learning disabilities and register with the Scottish Social Services Council (SSSC).

**Purpose of role:**

The Laundry workshop had a dual purpose. It functions as an essential laundry service for the community AND as a workshop offering training opportunities for students with learning disabilities to develop skills.

Key Responsibilities:

1. to ensure that all aspects of running the workshop conform to the Beannachar Health and Safety Policy, particularly compliance of COSHH, infection control, and correct use of PPE
2. Process all laundry following appropriate ecological and safe laundry work practices
3. Maintain a clean, hygienic and orderly workshop and all laundry equipment
4. Ensure that all equipment is correctly and safely used and kept in a safe condition. Report any defect to the Day Service Manager.
5. Under the direction of the Day Service manager, contribute to the learning and skill outcomes for students attending the workshop.
6. Involve, supervise and train students in the workshop
7. Complete necessary documentation is completed daily.
8. Participate in training and development as required by the service to ensure the safe running of the workshop

**Key Tasks**

* Sorting of soiled linen and clothing observing hygienic working practises
* Maintain a clean working environment
* Daily Quality control of laundered goods, attending to mending and labelling of personal items
* Sorting. Ironing and packing of clean linen and clothing in preparation for forward delivery
* Operation of laundry equipment to include:
* Industrial washing machines / Industrial tumble dryers/rotary ironing press/Industrial hand steam iron
* Fold clothing and linen and sort into containers for individual residents
* Welcoming and supporting Beannachar students and their support workers to assist in laundry duties

**REQUIRED QUALIFICATIONS / EXPERIENCE**

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|  | Essential | ***Desirable*** |
| **Qualifications** | Basic education, including English and Maths | Vocational training in social care  Vocational training in hospitality  SSSC registration  PVG membership |
| **Knowledge** | Knowledge of basic laundry processes  Health and Safety awareness  An understanding of infection control  Awareness of ecological environment practices | Knowledge of learning disability  Protection of Vulnerable Groups knowledge and understanding |
| **Experience/**  **Skills** | 1 year work in service sector – such as housekeeping, hotel, hospital or hospitality  Previous working/volunteering experience in a Camphill or with vulnerable children or adults | Hold a clean and current driving licence  1 year experience in social care sector |
| **Aptitudes** | * Ability to motivate others. * Ability to teach/guide others to learn laundry process and work safely * Ability to communicate effectively, both orally and in writing. * Ability to foster the creation of a warm and caring atmosphere within the workshop. * the ability to organise your time and workload * patience and the ability to remain calm in stressful situations * to be thorough and pay attention to detail * to be able to carry out basic tasks on a computer or hand-held device * to follow machine instructions manuals | |
| **Personal Qualities** | * Compassionate and supportive of the aims of a Beannachar Community and the development of the students. * Friendly and outgoing. * Sensitive, supportive and decisive. * Flexible in approach. * Well spoken. * Able to absorb new concepts quickly and to adapt to changing circumstances. | |