



## Laundry Hand Residential Colleges

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Government Services (Miscellaneous) General Agreement 2021</a> , or as replaced
<b>Classification</b>	Level 1
<b>Reports to</b>	College Manager
<b>Direct reports</b>	Nil

### Context

Information about the particular Residential College in which the vacancy is being advertised is available on [Schools Online](#). Please follow the link and enter the college name in the 'Find a School' field.

For further information about the Department, please visit: [education.wa.edu.au](http://education.wa.edu.au)

### Key responsibilities

- Ensure all laundering tasks are performed and completed within the time allocated.
- Ensure laundry is sorted out into different categories for appropriate washing machine cycle.
- Ensure all washed, dried and pressed clothing items are neatly folded and returned to their respective storage areas.
- Clean up the laundry floor, washing machines and cupboards.
- Maintain a sufficient supply of laundry detergents and supplies.
- Assist in keeping all washing machines, irons and other electrical equipment in good working order.
- Make arrangements for students to recover unmarked clothing.
- Ensure occupational health and safety standards are maintained.

### Selection criteria

1. Demonstrated ability to carry out the duties of a laundry hand to a high standard.
2. Demonstrated good interpersonal and organisational skills, including the ability to work effectively with youth and as part of a team.
3. Demonstrated ability to uphold appropriate health and safety standards.
4. Demonstrated flexibility in response to changing work needs.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 28 September 2021  
Reference D21/0529267