

Job Description

Job Title: **Laundry Operative**

Department: Operations

Reports to: Laundry Supervisor

Core Purpose

To ensure that all products are laundered and inspected to a high standard and in accordance with PHS Company Procedures.

Key Tasks

1. Ensure all items are pocketed and in-scanned into the ABS system, ensuring all Coloured Cards are actioned accordingly and ARC processes are followed (if applicable);
2. Ensure all items are segregated into the correct wash categories, ensuring all wash loads are weighed prior to loading;
3. Load items from the dirty containers into washing machines, ensuring correct weights are loaded before selecting the relevant wash program and EcoLab mini-terminal (if applicable) prior to operating machinery;
4. Ensure all wash production records are updated accordingly;
5. Unload washing machines into the designated wet containers and load into tumble dryers, ensuring relevant programs are selected prior to operating machinery;
6. Unload tumble dryers into the designated clean containers, ensuring all items are clean and dry before moving to the inspection area;
7. Inspect items for damage at every stage of the washing/drying process;
8. Ensure all items are inspected for damage (logo's, repairs, etc) and are clean and dry in accordance to the quality control procedures and customer requirements;
9. Repair items as required using industrial sewing machines and suitable consumables provided;
10. Any items that have failed inspection are to be dealt with in accordance with the condemning procedures;
11. Following inspection, out-scan all items and pack into clear or hamper bags, as per customer requirements;
12. Once all items have been out-scanned, carry out completeness check on ABS to ensure all items have been processed and are present. Once complete, print delivery note and load into relevant Driver's cage;
13. Ensure all targets set are achieved;

14. Maintain all laundry equipment on a regular basis in accordance with the maintenance schedule as set by your Supervisor/Manager.
15. Operate all laundry machinery in accordance with manufacturer's instructions and PHS user manuals;
16. Ensure the laundry is clean and tidy throughout the shift; carry out specific tasks as and when required;
17. Occasionally cover for other members of the depot as directed;
18. Observe all health and safety regulations and procedures;
19. Liaise and form a good working relationships with other members of staff within the depot.

Skills and Knowledge Required

- Knowledge of PHS procedures
- Knowledge of manufacturer's instructions relevant to all laundry machinery
- Seamstress experience
- Experience of setting up and operating industrial sewing machines
- Able to work shifts
- Able to learn IT systems quickly
- Creative approach to problem solving

You will not be required to carry out all of the above tasks per shift, but will be trained as a multi-skilled operative