



BRISBANE BOYS' COLLEGE

Job Description

Title:	Laundry Assistant
Reports to:	Laundry Manager
Department:	Corporate Services
Sub Department:	Facilities
Direct reports:	0
Job Type:	Permanent, Full-Time (term time)
Hours:	38
Location:	Brisbane Boys' College, Toowong

Brisbane Boys' College is an established GPS day and boarding school for boys in Prep to Year 12 with an enviable reputation and tradition for serving the educational needs of young men since 1902.

Primary Objective

The Laundry Assistant assists with the operations of the laundry providing a high quality and efficient laundry service to Boarding House Residents, Dining Room and broader College as required.

Key responsibilities/accountabilities

As part of the standard workload the Laundry Assistant will be expected to perform the following functions:

- Assist with the operations of the BBC Laundry in a safe, efficient, and effective manner.
- Deliver a high quality and efficient laundry service to Boarding House residents, Dining Room, and the broader College as required.
- Provide a courteous service to students and staff.
- Help to identify and resolve any special laundry requirements.
- Assist with the delivery of an effective laundry service.
- Work and communicate within a team environment and demonstrate cooperative work practices and a positive team culture.
- Ensure all laundry equipment is operational, reporting any issues to the Laundry Manager.
- Contribute to identifying opportunities to improve laundry services.
- Contribute to the safety culture by keeping the workplace safe, clean, and tidy, complying always with safe work practices.

Essential qualifications/skills/attributes

- Experience in a commercial laundry
- Good health, fitness and mobility and the ability to carry out repetitive, physical activity, including heavy lifting.
- Ability to contribute effectively as part of a team and understand the value of teamwork.
- Self-motivated, reliable, and able to carry out tasks autonomously.
- Positive attitude, proactive approach, and a willingness to help out wherever needed.
- Good time management skills and ability to prioritise tasks effectively.
- Sound interpersonal skills with a range of stakeholders, from students, through to senior management and members of the College community.
- Understanding of safe work practices, including Occupational Health and Safety procedures.
- Experience in a School environment would be beneficial.

Additional requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- All non-teaching staff must hold a current blue card for working with children.

Tenure/appraisal

The Laundry Assistant will undergo an annual performance appraisal with the Laundry Manager.

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is therefore a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the Headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.