

Domestic Services – Position Description

Linen Supply Officer

The following schedule describes the sequence or order in which you should approach the described tasks. Adherence to this schedule will ensure that all tasks are completed in a thorough and logical manner.

Those tasks shown in bold print should be carried out at the nominated times

Time	Location / Room	Remarks
06:00	Commence Duty	Collect Duress Pendant no. HOT 017 Break times : 09:30 – 09:50 morning tea 12:00 - 12:30 lunch
06:05	Flags	Position the Australian, New South Wales and Aboriginal flags on the flagpoles, located at the entrance to the Hospital. (Weather Permitting)
06:10	Distribute Fresh Linen	RENAL DIALYSIS: Blanket warmer, and linen cupboard nearby.
		ONCOLOGY: In cupboard out on small verandah.
		THEATRES: Linen cupboard near blanket warmer; shelves near treatment room; check in cupboard under sink in lunch room.
		EMERGENCY DEPARTMENT: Linen trolley in corridor; shelves near treatment room.
		MEDICAL IMAGING DEPT: Shelves near coffee station.
		PHYSIOTHERAPY: in treatment room.
		PREADMISSIONS: in Consultation room.
		KITCHEN: aprons in top shelf of locker; mops out near toilet.
		OUTPATIENTS & MATERNITY: in consultation rooms; small trolley near lockers; cupboard located near birthing suites.
		Ensure quantities distributed are recorded on daily Linen Supply Order sheet, located in Linen room.
08:30	Linen Truck	Assist with unloading fresh linen to linen room, and loading soiled from Soiled Linen Room to the linen truck. Help with traffic control to allow Linen Truck to reverse out to street. Deliver drugs to Pharmacy.

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Time	Location / Room	Remarks
08:50	Soiled Linen Room / Loading Dock	Sweep Floor Daily.
	Linen Room	Sweep floor. Wet mop floor Monday. Vacuum mats outside Linen room Monday, Wednesday and Friday.
	Fire stair No.2	Sweep stairs, from ground floor to lower ground floor.
09:50	Ward Linen Trolleys	Restock ward linen trolleys, ensure quantities recorded on daily Linen Supply Order sheet.
	Sort Linen	From linen trolleys, from the Linen Service in Lismore.
	Other linen	Provide linen to UDRH, Tuesdays & Fridays, as required. Supply linen to Ambulance Service, place sign on linen trolley, then leave in the Ambulance Bay, behind the Emergency Dept.
12:30	Distribute Fresh Linen	Check levels and restock with fresh linen to Theatre, Emergency Dept. and Medical Imaging Dept.
13:00	Place Computer Linen Order	Collect daily Linen Supply Order sheet, replacing with the following days. Input linen usage onto the computer linen order, & print copies of order. Note; weekends order is entered on computer on Monday morning.
As Req'd	Additional Duties	Assist with Town Run (Monday & Thursday)
		Assist with A & R Bus
		Deliver Daniels Sharps truck invoice to Infectious Control office.
1430	Finish Shift	Return Duress Pendant, turn off lights, lock door.
Note: <ul style="list-style-type: none"> It is very important that you communicate with your manager with overload Always use safety signs when cleaning Clean equipment after each use You will be required to work between areas within the department during your shift, therefore there is no set time schedule but all tasks are to be completed prior to completion of shift. 		

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Remember - You are a professional - have pride in yourself, your appearance, your colleagues and the Hospital

Colour Coding of reusable cleaning equipment

Blue	General Cleaning
Red	Bathrooms /Toilets/Dirty Utility Rooms
Yellow	Infectious/Isolation Areas

I have read and understand this task statement

Employee Name: _____

Employee Signature: _____

Raymond Robinson
Manager Domestic services