

Newcastle Linen Services - Standard Shift pattern MONDAY TO FRIDAY

AM Shift	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Start	6:00 AM	6:00 AM	6:00 AM	6:00 AM	6:00 AM
Finish	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM

PM Shift	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Start	1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM
Finish	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM

Allocation of work tasks and centres during overlap from 1:30 PM until 2:30 PM

AM Production/Finishing SHIFT - Ironing Lines
 Team of 2 or more staff work centres
 Ironer 1,2,3 and 4 (social distancing enabled due to Perspex screens)
 Sorting Theatre Blues on Ironer #1

 Opportunity to allocate AM staff to individual work centres (towel or gown folder)

PM Production/Finishing Shift - Dry Fold
 Team of 2 or more staff work centres
 Blanket folders 1 to 3
 Towel belt catching

 Individual work centres - Social distancing enabled due to machine set up separation
 Towel folders 1 to 4
 Gown folders 1 to 3

PM Sorting Team: Start sorting from 1:30 pm

AM Sorting Team: Stop sorting at 1:30PM to enable PM Sorting start
 Specials linen sorting and processing
 Theatre wraps - detaping sterilising indicator tape prior to washing
 Dance floor area - Sorting belt wash, rewash, dropping linen bags
 Sorting Theatre jackets
 Linen bags packing from cages

AM Maintenance
 Attend AM Shift staff allocated machinery
PM Maintenance
 Attend PM Shift staff allocated machinery
 Flexibility to allocate workshop duties as per operational needs

AM Dispatch
 Pack AM shift customer orders
 Include AM shift truck drivers if available, pre-load trucks as per plan
PM Dispatch
 Linen Bags packing from cages (if Sorting Team performing other tasks)
 Drop linen bags into cages
 Start packing PM shift customer orders
 Include PM shift truck drivers if available, pre-load trucks as per plan

PM Washroom: Assist PM Sorting Team for the first hour

Both shifts, all departments:
 Utilise opportunity for Training - My Health Learning

