

TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p><b>1. Roster and staffing</b></p> <ul style="list-style-type: none"> <li>Analyse and assess staffing requirements</li> <li>Prepare and review rosters</li> <li>Train and mentor new staff</li> </ul> <p><b>2. Collect and transport linen</b></p> <ul style="list-style-type: none"> <li>Using a laundry vehicle and/or trolley, collect linen bags from rooms, houses, blocks</li> <li>Transport linen bags to laundry</li> </ul> <p><b>3. Sort and wash laundry</b></p> <ul style="list-style-type: none"> <li>Empty linen bags of bed sheets, pillow cases, doonas, towels and bathroom/facility linen, and personal apparel</li> <li>Sort laundry into like colours/fabrics then load into washing machines</li> <li>Ensure supply of washing liquid and fabric conditioner is adequate</li> <li>Operate washing machine</li> </ul> <p><b>4. Dry</b></p> <ul style="list-style-type: none"> <li>Remove laundry from washing machine</li> <li>Transfer laundry to dryer and operate, or hang laundry on clothes line</li> </ul> <p><b>5. Iron, fold, hang and pack</b></p> <ul style="list-style-type: none"> <li>Iron clothing</li> <li>Fold items including bath towels/sheets, floor towels, fitted and flat sheets, doonas and covers, shower curtains and personal items</li> <li>Hang items on clothes hangers</li> <li>Sort items and pack items into trolley or onto racks</li> </ul> <p><b>6. Re-stocking</b></p> <ul style="list-style-type: none"> <li>Transfer laundry to rooms, houses, blocks</li> <li>Place laundry articles on shelves in linen rooms</li> <li>Deliver garments to collection point or room</li> </ul> <p><b>7. Use of cleaning agents and starches</b></p> <ul style="list-style-type: none"> <li>Inspect dispensers and refill if required</li> <li>Where dispenser are not available, add cleaning agents</li> <li>Apply starches where necessary</li> </ul> <p><b>8. Quality assurance</b></p> <ul style="list-style-type: none"> <li>Ensure items have name tags or ownership is identifiable</li> <li>Wash and hang laundry according to embroidered code</li> <li>Pack in protective clothing bags on hanging racks</li> </ul> <p><b>9. Develop and update knowledge and follow company procedures</b></p> <ul style="list-style-type: none"> <li>Participate in internal training opportunities</li> <li>Update skills, knowledge, qualifications and licenses</li> <li>Adhere to health, safety and security procedures</li> <li>Abide by prescribed industry standards</li> </ul>	<p><b>Material handling</b></p> <ul style="list-style-type: none"> <li><b>Lifting:</b> Frequent up to 3kg; Intermittent up to 15kg</li> <li><b>Push/pull:</b> Trolley on hard and/or carpeted surfaces</li> <li><b>Carrying:</b> Generally less than 10m</li> </ul> <p><b>Mobility</b></p> <ul style="list-style-type: none"> <li><b>Walking:</b> Short distances on even surfaces and on uneven surfaces</li> <li><b>Standing:</b> Dynamic standing</li> </ul> <p><b>Posture – Back</b></p> <ul style="list-style-type: none"> <li><b>Bending:</b> Bending or forward flexion of the trunk</li> </ul> <p><b>Posture – Upper limbs</b></p> <ul style="list-style-type: none"> <li><b>Reaching:</b> Below and above shoulder height under load</li> <li><b>Dynamic movement:</b> Dynamic movements of the upper limb under load</li> </ul> <p><b>Hand activity</b></p> <ul style="list-style-type: none"> <li><b>Grasp:</b> Gross and precision grasp</li> <li><b>Hand dexterity:</b> Dexterity and coordination to operate equipment</li> </ul> <p><b>Posture – Lower limbs</b></p> <ul style="list-style-type: none"> <li><b>Squatting/crouching/kneeling:</b> Occasional</li> </ul> <p><b>Other demands</b></p> <ul style="list-style-type: none"> <li><b>Driving:</b> As required</li> <li><b>Climbing:</b> Stairs if required</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal presentation standards</li> <li>Intermediate reading comprehension skills</li> <li>Intermediate numerical skills</li> <li>Organisation and time management skills</li> <li>Ability to do multiple tasks concurrently</li> <li>Ability to communicate with peers and customers</li> <li>Ability to work in a team</li> <li>Capacity to resolve conflicts and negotiate with others</li> <li>Follow instructions and take direction</li> <li>May be exposed to aggressive customers</li> <li>May be exposed to customers of all ages</li> <li>Guiding, directing, and motivating peers and frontline staff</li> <li>Providing consultation and advice to others</li> <li>Medirest - may be exposed to the passing of residents and their mortal remains</li> </ul>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Commercial laundry at remote and/or aged care sites</li> <li>Occasional wet hands</li> <li>Possible travel to remote locations</li> <li>Possible exposure to extreme heat</li> <li>Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.)</li> <li>Possible exposure to body waste (urine, faeces, vomits, etc.)</li> <li>Roster as per site requirements</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>Trolleys/receptacles</li> <li>Personal protective equipment including drill trousers, long sleeved shirt, peaked cap, safety glasses</li> <li>Industrial steam press</li> <li>Domestic steam irons</li> <li>Domestic ironing boards</li> <li>Industrial washers</li> <li>Industrial dryers</li> <li>Hanging racks</li> <li>Clothes-lines</li> <li>Motor vehicle/van</li> </ul>