

Volunteer Position Description

Position: Laundry Assistant

Department: Various

Volunteer Program Coordinator	
Name:	Stella Molloy
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Location: 12 Kirkpatrick Street Weston

Hours: 1:00pm – 3:00pm

About the Position

The role of a laundry assistant is to ensure that all areas of the shelter have clean towels, linen and bedding and enrichment items.

Key Duties

- Sorting of items to be washed and loaded into industrial machines
- Hanging washed items onto lines to dry, or transferring washed items to a dryer
- Removing dried items from washing lines or dryers
- Folding and putting away clean laundry ready for use
- Washing and drying of special items such as dog and cat beds, collars, harnesses and leashes, some items may need to be hand washed
- Discarding heavily soiled or damaged items

Skills & Qualities

- Strong organisational skills
- Positive and friendly attitudes
- Willingness to take direction
- Physically fit and able to lift 10kg

Benefits

- Assisting in ensuring comfort for our animals
- Team engagement
- Participation in a worthwhile cause

Induction and training

- RSPCA Volunteer Induction & orientation
- Practical training with a member of staff

Additional requirements

- Uniform Compliance
- Tetanus vaccinations up to date

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares thousands of animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

- Working with Vulnerable People Registration
- Six-month commitment to volunteering with the RSPCA

Laundry Assistant – Task Analysis

The role of a laundry is physically demanding requiring a high degree of lifting, bending and reaching. Occupants of these roles are on their feet for the entirety of their shift. Occupants must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Regularly	<ul style="list-style-type: none"> • Blankets • Bedding • Towels
	2. Lifting 10kg +	Irregularly	<ul style="list-style-type: none"> • Bedding
	3. Bending	Regularly	<ul style="list-style-type: none"> • Bending to load and unload washing machines
	4. Reaching	Regularly	<ul style="list-style-type: none"> • Reaching to hang and unhang washing
	5. Push/pull	Regularly	<ul style="list-style-type: none"> • Pushing or pulling laundry cart
Work Environment	6. Works indoors	Regularly	
	7. Works outdoors	Regularly	<ul style="list-style-type: none"> • Hanging out and bringing in washing • Exposure to weather (sun, cold and rain)
	8. Exposure to chemicals	Irregularly	<ul style="list-style-type: none"> • Automated detergent in most machines
	9. Exposure to biological hazards	Irregularly	<ul style="list-style-type: none"> • Zoonotic diseases
	10. Requirement to wear personal protective equipment (PPE)	Regularly	<ul style="list-style-type: none"> • Gloves
	11. Exposure to psychosocial risks	Irregularly	<ul style="list-style-type: none"> • Euthanasia • Sick or injured animals