



JOB DESCRIPTION

Job Title: Laundry Supervisor

Post Reference No: LD01

Reports to: Senior Customer Care & Operational Assistant, Durdle Door Holiday Park..

Grade/Salary: Competitive Salary dependent on skills, knowledge and qualifications.

Hours: A minimum of 40 hours per week – Hours available from 6:00am until 10:00pm – Working hours can be flexible within these times. Some weekend shifts will be required.

Status: Permanent

The Lulworth Estate has an opportunity with an immediate start for a Laundry Supervisor to join our busy housekeeping department at Durdle Door Holiday Park.

Your main duties will involve maintaining the day-to-day functioning of the laundry room, providing linen for holiday accommodation on the park itself, as well as 13 holiday cottages on the wider Lulworth Estate.

1 year of previous experience in a laundry role is essential and candidates must also show a willingness to learn, with a positive, can-do attitude.

Main Tasks and Duties:

- Washing, ironing and preparing linen for use by the housekeeping team across the park and cottages, ensuring cleanliness to a high standard.
- General upkeep of laundry machinery, including reporting of any maintenance issues.
- Regular stock checks of all linen, recording any damaged stock and ensuring the quality of linen is upheld.
- Ordering laundry chemicals.
- Training of new linen operatives, ensuring high standards are met.

Duties Expected of All Staff:

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> • Due to the remote location of this position, a full driving licence or the ability to reliably commute is essential. 	
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • 1 year of previous experience in a laundry role. • Familiarity with cleaning detergents and laundering equipment. 	<ul style="list-style-type: none"> • Previous experience in a supervisory role.
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Excellent accuracy and attention to detail. • Strong organisational and time management skills – able to work both independently and as part of a team. • Good physical strength and stamina. • Ability to analyse and problem solve. 	
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Excellent timekeeping. • Excellent communication and interpersonal skills. • Strong team player. 	
Other		

Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve.
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weld 1994 Settlement.
- The salary for this post will be dependent on qualifications, skills and experience.
- Working Hours will be a minimum of 40 hours per week with hours available from 6:00am until 10:00pm.
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 3-month Probationary Period with reviews after 1, 2 and 3 months.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their completed application form to recruitment@lulworth.com along with a covering letter or email confirming which hours they are interested in working.

We are not accepting CVs at this stage from Recruitment Agencies.

The Closing Date for Applications: TBC.

Proposed Interview Date: Interviews on an Adhoc basis.

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Laundry Supervisor at the Lulworth Estate.

Signed:

Print Name (Block capitals):

Date: