



Multi Task Attendant Job Description (Sept 2025)

Job Title and Grade	Multi-task attendant (Laundry/Cleaning)
Department	Care Unit (other departments if required)
Type of Contract	Relief Contract
Location	St. Patricks Missionary Society, Kiltegan, Co. Wicklow
Reporting Relationship	The person will report into the Director of Care or suitably nominated person.
Purpose of the Post	The person will be required to support our cleaning and laundry services. The person must be able to work as part of a team that will ensure a high standard of cleanliness and hygiene is maintained.
Roles and Responsibilities	<ul style="list-style-type: none"> • Responsibility for the cleanliness, tidiness and hygiene of the public areas that the person is allocated to maintain. • Management of all cleaning materials to ensure adequate supplies to meet the needs of work. • Familiarise oneself with any chemicals used on a daily basis – correct use, storage and disposal. • Ensure kitchenettes and changing rooms are maintained in a clean and hygienic manner. • Ensure rooms including bedrooms, classroom, sitting rooms and areas used by the society members are cleaned to a high standard. • Maintain a high standard of Hygiene and cleanliness in the laundry as per Care Unit policies regarding hygiene, infection control, health and safety and the safe handling of dirty and clean linen. • Clean/disinfect linen trolleys after they returned to the laundry. • Ensure all dirty linen bags are tied off and not overflowing. • Adhere to the laundry protocols to ensure that the highest standards are maintained. • Attending staff meetings and training as designated by supervisor/management. • Adhere to Health and Safety guidelines regarding the use of protective clothing including gloves, proper shoes etc • Use Safe work practices e.g. correct food storage, wet floor signs, lifting etc • At all times to have due respect for the property of individual society members as well as Society property. • From time to time during busy periods, you may be required to transfer to other work or to other areas. You will be given as much advance notice of this as possible. Your co-operation and flexibility are appreciated. <p>The foregoing should not be considered as an exhaustive list of roles and responsibilities and may be altered in consultation with your Line Manager.</p>



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Qualifications/Work Experience	Essential <ul style="list-style-type: none">• Have obtained a standard of education as would enable him/her to undertake the tasks associated with the position.• Ability to communicate in spoken and written English. Desirable <ul style="list-style-type: none">• Worked in a similar environment within the last five years.
Person Specification	Excellent communication skills. Excellent team player. Excellent customer service skills.