

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : **Linen Worker**
CORE CODE :
POST LEVEL AND SALARY CODE : **2**
LOCATION :
POSTS REPORTS TO : **Supervisor**
DATE OF APPOINTMENT :

B. JOB PURPOSE

To provide clean linen to the institution

C. KEY PERFORMANCE AREAS

Wash and pack clean linen on the shelves according to family groups.

Clean the linen department/area.

Sort and count dirty linen received from wards.

Perform spot check in wards before issuing clean linen.

Issue clean linen to various sections/wards

Ensure that clean linen is always available at central points.

Ensure that linen is stamped before issued to wards

Seal and mark the linen bags

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND ORGANISATION STRUCTURE

NOTE:

This organizational structure serves as an **example only**. Each department or institution should design its organizational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.

Linen Worker

E. INHERENT REQUIREMENTS OF THE JOB

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2q/documents/ep/MMCFDictionaryConsolidated18July.pdf>

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

- NQF level 1 or 2 (Abet level 2 certificate or equivalent).

Experience

No working experience is required

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: