



Australian Government

Department of Education, Employment and Workplace Relations

SIFMWK002A Maintain linen supplies

Revision Number: 1

SIFMWK002A Maintain linen supplies

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to sort, wash, dry, store and maintain linen supplies for use in funeral workplaces.
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Application of the Unit

Application of the unit	This unit applies to funeral home staff and involves working autonomously or under direction with a low level of responsibility.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|----------------------------|--|
| 1 Prepare for wash. | 1.1 Identify and implement production schedule and work load priorities. |
| | 1.2 Determine weight, volume and <i>classification</i> of load. |
| | 1.3 Sort linen according to classification of load. |
| 2 Operate washing machine. | 2.1 Load washing machine according to weight and classification of load, manufacturer instructions and <i>workplace policies and procedures</i> . |
| | 2.2 Select appropriate wash program according to load and manufacturer instructions. |
| | 2.3 Operate and monitor wash program for correct function and take <i>corrective action</i> as required. |
| | 2.4 Unload machine according to workplace policies and procedures. |
| 3 Operate dryer. | 3.1 Load dryer according to weight and classification of load, manufacturer instructions and workplace policies and procedures. |
| | 3.2 Select <i>drying program</i> according to load and manufacturer instructions. |
| | 3.3 Operate and monitor drying program for correct function and take corrective action as required. |

ELEMENT**PERFORMANCE CRITERIA**

- 3.4 Apply product cool down procedures according to manufacturer instructions.
 - 3.5 Unload dryer according to workplace policies and procedures.
- 4 Store linen.
 - 4.1 Fold and store linen according to workplace procedures.
 - 4.2 Monitor amount and condition of linen according to workplace policies and procedures.
 - 4.3 Report damage and arrange for disposal or repair of linen according to workplace policies and procedures.
 - 4.4 Complete required **documentation** according to workplace policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills, including clear and direct communication to report linen damage
- literacy and numeracy skills to calculate weights, interpret manufacturer instructions and complete workplace documentation
- manual handling skills
- organisational skills to monitor and maintain linen supplies according to workplace needs.

Required knowledge

- safe operating procedures for workplace range of washing machines and dryers
- infection control procedures and practices
- manual handling techniques
- workplace reporting systems.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to sort, wash, dry, store and maintain linen supplies for use in funeral workplaces using the correct washing and drying programs for load weight and classification
- maintaining multiple types of linen supplies over a period of time to ensure consistency of performance and ability to respond to different situations.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a laundry facility where linen can be sorted, washed, dried, stored and maintained
- access to a range of mortuary linen supplies
- access to washing machines and dryers.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate sorting, washing, drying, storing and maintaining linen according to workplace policies and procedures and manufacturer instructions for equipment use
- written or verbal questioning to assess knowledge of safe operation of machinery and fault reporting procedures
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFOHS002A Follow infection and contamination control procedures
- SIFOHS003A Follow mortuary OHS procedures.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Classification may include:

- type of linen
- purpose of linen.

Workplace policies and procedures may include:

- OHS
- infection control procedures and practices
- manual handling
- reporting equipment faults
- reordering or repairing linen supplies.

Corrective action may include:

- redistributing load
- ceasing operation
- reporting faults.

Drying program may include:

- cycle
- time
- temperature.

RANGE STATEMENT

- Documentation** may include:
- fault reporting
 - level of linen supplies
 - wash records
 - reordering.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Mortuary Work and Embalming