

POSITION INSTRUCTIONS

LAUNDRY EMPLOYEES

1. Position in the organization

- Laundry staff reports to the nearest manager in the line according to the current organization chart at the site.

2. Tasks and areas of responsibility

Laundry staff must:

- Participate in the ordinary production work in the department
- Follow instructions and work tasks given by the management, including performing tasks in other departments than where the employee usually works
- Get acquainted with and perform the work tasks according to applicable procedures, and requirements and expectations for efficiency and quality
- Actively contribute to a positive work environment, by being cooperative and inclusive
- Operate the production equipment according to current instructions, and help keep the equipment operational. In the event of disturbances or machine breakdowns, the nearest manager must be notified
- Ensure maintenance of hygiene, cleanliness and order in the department, including:
 - Good personal hygiene
 - Wear the correct work outfit
 - Perform cleaning tasks according to cleaning plan
 - At all times keep order and system around your own workstation
- Ensure protection of health, environment and safety in the department in accordance with procedures, including:
 - Use of proper protective equipment
 - In the event of incorrect correction or other work in areas where there is a risk of crushing, machines must be stopped and emergency stop is activated
 - Think consequence before action! Health, environment and safety come first - Follow waste sorting routines
 - Report on all types of deviations and incidents that have had, or may have consequences for health, the environment, safety and quality. It is also a duty to report if you become aware that there is bullying and harassment between employees in the company.
- Laundry staff can be assigned to other work tasks when needed

POSITION INSTRUCTIONS

DRIVER

1. Location in the organization

- Driver reports to the nearest manager in the line according to the current organization map on the site

2. Tasks and areas of responsibility

The driver must:

- Ensure that the transport service is performed in accordance with current procedures and the customer's requirements
- Follow instructions and work tasks given by the management, including performing tasks in others departments than where the employee assistant usually works
- Get acquainted with and perform the work tasks according to applicable procedures, and requirements and expectations for efficiency and quality
- Choose the fastest route between customers
- Choose the fastest route back to the laundry after the last customer / assignment
- Actively contribute to a positive working environment, by being cooperative and inclusive
- Ensure maintenance of hygiene, cleanliness and order in the car and cargo space
 - Ensure good personal hygiene
 - Use the correct work attire
 - Perform cleaning tasks according to cleaning plan, including making sure to cargo space disinfected in connection with transport of dirty clothes according to routine
 - At all times keep order and system at your own workstation / car
- Ensure care of the health, environment and safety in the department in accordance with procedures, including:
 - Use of the correct protective equipment
 - Report all types of deviations and incidents that have had or may have minor consequences for health, environment, safety and quality. It is also a duty to report if you become aware that there is bullying and harassment between employees in the company.
- Adapt speed to driving conditions and comply with traffic rules
- Represent EDLI and EDLI's customers in a good way with the customer and in traffic
- Follow regulations for driving and rest times
- Possess the necessary competence to be a professional driver and take any statutory requirements continuing education
- Drivers can be assigned to other work tasks during periods / low season / when needed if necessary is not sufficient driving to fill the working day.