

# **Sewing Room Assistant NTH Solutions**

**North Tees & Hartlepool Nhs Foundation Trust**

**Hartlepool, County Durham**

**Permanent**

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**Competitive**

A vacancy has arisen in our busy Sewing Room at the University Hospital of Hartlepool for a Sewing Room Assistant.

Candidates for the post must be experienced Seamstresses and have worked on 'industrial style' Sewing Machines.

The job entails manufacture, repair, labelling of staff uniform and other hospital related linen. It also includes the measurement and manufacture of curtains and other soft furnishings as required by our Customers.

The Department also provides a commercial alteration and repair service. Experience of this type of sewing, preferably up to tailoress level would be an advantage.

To provide cover for staff shortages in the linen department, including sorting and packing clean linen trolleys to a pre determined level

## Sewing Room Duties

- Sort for condemn or repair all items of linen, patients clothing, staff uniforms and curtains to an acceptable standard of quality and cost.
- Repair when possible all items of linen, patient clothing and staff uniforms to sewing room standards.
- Measure and manufacture linen items, curtains and other furnishings, including calculation of fabric requirements and documentation of such
- Fit and issue uniforms for all grades of staff including the measurement and release from stock to hemming, marking and dispatching.
- Security transfer marking of all types of linen and protective clothing using a heat seal machine and computerised system.
- Print name tapes using a computerised system and heat seal onto all linen, clothing and uniforms.
- Accurately measure wards and departments for window and cubicle curtains Introduce new templates for the recording of requisitions, sizing of uniforms, unclaimed badges and unclaimed uniforms when required

At North Tees & Hartlepool NHS Foundation Trust our main priority is, and always will be, to provide safe and high quality care to our patients every day; the kind of care we would want for ourselves and our loved ones. We want our organisation to be the best place to work with the right staff, in the right roles, at the right time, to ensure we deliver exceptional patient care and experience.

NTH Solutions is a subsidiary company of North Tees & Hartlepool NHS Foundation Trust, the successful applicant will be an employee of the subsidiary and not the Trust.

We will support staff through providing an inclusive and supportive workplace with health and well-being initiatives, staff benefits and opportunities for personal and professional development. Staff recognition is very important to us; as well as performance reviews and appraisals, we recognise staff through Star and Team of the month, colleague recognition - a note of thanks, Managers Awards, Shining Stars and Service Awards.