



Laundry Attendant

Responsibilities for this Position:

- Responsible for the cleanliness and maintenance of hotel linen and terry.
- Responsible for the cleanliness of kitchen rags.
- Responsible for the cleanliness and maintenance of food and beverage linens.
- Responsible for the maintenance and cleanliness of laundry equipment.
- Responsible for the LAUNDRY chemicals inventory.
- Responsible for linen inventory.
- Responsible for keeping laundry storage clean, labeled, and organized.

Job Requirements:

- Strong organizational skills.
- Able to work independently with minimal supervision.
- Able to multi-task.
- Attention to detail.
- Sewing skills- it is not required but it will be an asset
- Excellent people skills.
- Able to answer phone calls and follow telephone etiquette as per Preferred Standards.
- Able to make deliveries to guest rooms.
- Able to distribute linens to linen closets.
- Able to collect soiled linen from closets.
- Able to load and unload washers.
- Able to sort linens by degree of soiling.

Material and Equipment Directly Used:

- Laundry chemicals
- Laundry carts
- Iron
- Scissors
- Sewing tools
- Steam presser
- Washers, dryers, and flatwork ironers
- Rolling shelves

Education / Experience Requirements:

- High school degree or equivalent
- Previous laundry experience is preferred

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, use hands and fingers, and reach with arms and hands. Also, is occasionally required to sit, climb and balance. Must be able to stand for extended periods of time. The employee at times must lift or move up to 50 pounds. Specific vision abilities are required by this job, which include distance vision, close vision, and peripheral vision.

NOTE: This job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not to be interpreted as a comprehensive inventory of all duties and responsibilities required of the designated employee.

This hotel operates seven (7) days a week, twenty four (24) hours a day. At times it may be necessary to move an associate from one shift to another, if business demands; this include but is not limited to, changing the number of hours worked to either exceed or decrease below forty (40) hours.