



JOB DESCRIPTION

POSITION: Laundry Attendant (non-exempt)
DEPARTMENT: Housekeeping
IMMEDIATE SUPERVISOR: Housekeeping Supervisor/Manager

JOB SUMMARY: The Laundry Attendant is responsible for cleaning, drying, folding, and storing bed linens, bathroom linens and Food & Beverage linens in accordance with Hotel standards using laundry machinery.

ESSENTIAL DUTIES:

- Approach all encounters with guest and employees in a friendly, service-oriented manner.
- Comply with company, hotel, and brand standards; and regulations to encourage a safe and efficient hotel operation.
- Sort soiled linens wearing gloves.
- Load washers with soiled linens.
- Unload washers with clean, wet linen.
- Load dryers with clean, wet linen.
- Adjust washer & dryers for proper settings.
- Fold and store clean dry towels, washcloths, sheets, pillowcases, napkins, tablecloths.
- Refill/replenish laundry chemicals.
- Measure laundry chemicals as required.
- Issue towels, linen, service towels/rags as required.
- Clean and remove lint from filters daily, or more frequently if required.
- Sweep floor after sorting linens, or as needed.
- Maintain a clean and orderly work area and storage areas.
- Remove from inventory stained and damaged items.
- Report to supervisor faulty equipment, maintenance needs, safety hazards and problems.
- Complete maintenance requisitions as required.
- Report all "lost and found" items according to standard.

OTHER DUTIES & RESPONSIBILITIES:

- Attend meetings/training as required by management.
- Take inventory of bed linens, bathroom linens and Food & Beverage linens.
- Iron guest garments as needed.
- Report safety and security concerns.
- Perform other duties as requested by management.

Initials / Date _____ / _____

QUALIFICATIONS & REQUIREMENTS:

High school diploma or equivalent and/or experience in a hotel or related field desirable.

Flexible and long hours sometimes required.

Medium work- Exerting up to 50 pounds of force occasionally, pushing or pulling; and/or 50 lbs of force frequently or constantly to lift, carry, push, pull or otherwise move and manipulating objects.

Ability to stand during entire shift.

Ability to read and understand chemical product labels to ensure proper use.

Must be able to demonstrate predictable, reliable and timely attendance.

Must be able to follow verbal directions, and complete assigned tasks on schedule.

Must be able to work independently or as part of a team, including ability to interact appropriately with others.

Must be able to work with supervision, receiving instructions/feedback, coaching/counseling and/or discipline.

Must be able to convey information and ideas clearly.

Must be able to evaluate and select quickly and accurately among alternative courses of action.

Must work well in stressful, high-pressure situations.

Must be effective at listening to, understanding, and clarifying issues raised by coworkers and guests.

DRESS CODE: A professional appearance required. A uniform and nametag is required at all times.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED AND/OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE, WITH OR WITHOUT REASONABLE ACCOMODATION.

Employee Signature

Date

Supervisor Signature

Date