

# Job Description

**Title:** LAUNDRY ATTENDANT

**Reports to:** Hotel Manager

## **Summary of Position:**

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Laundry attendant is responsible for collecting, treating, washing, drying, folding, and ironing (as needed) dirty Hotel linens from hotel guest rooms and other parts of the hotel. Restock hotel with clean linens. Responsible for maintaining the cleanliness and security of laundry facility and reporting any maintenance deficiencies to Tallman Hotel Manager.

## **Duties and Responsibilities:**

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- Count and collect the linens (sheets, pillow cases, robes, pool towels) from hotel
- Treat stains, wash, dry, iron (as needed) and fold
- Maintain neat inventory of linens in laundry room
- Deliver clean laundry to hotel, maintain pre-determined par
- Maintain inventory of cleaning products
- Maintain cleanliness of laundry room. Daily: sweep floors, wipe down laundry equipment and clean table tops and sink
- Take direction from manager and follow guidelines as provided
- Respond to manager requests in an efficient and timely manner
- Maintain hygiene of the working equipment and laundry carts
- Ensure that laundry keys and other supplies/equipment issued each day from hotel are returned to the Hotel Front Desk in original/working condition
- Inform manager of any damage or mechanical problems
- Maintain dress code, arrive at work well-groomed and in a professional manner
- Daily log time in/out following company procedures
- Follow all rules and regulation of Curtis Holdings, Inc.

## **Skill Requirements:**

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- At least 6 months experience in a similar capacity with references
- Be able to work in a standing position for long periods of time (up to 5 hours)
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with a minimum of supervision
- Ability to satisfactorily communicate in English (speak, read, write) with manager to their understanding
- Flexible with regard to time shifts (2-3 days per week)
- Ability to grasp, bend, and stoop; able to push or pull heavy loads in carts.
- Able and willing to work weekends and holidays, as needed
- Knowledge of proper chemical handling
- Able to work up to 8 hour shift, if required
- A team player, works well with others, is customer friendly
- Understanding of commercial laundry equipment and able to grasp new technology
- Treats equipment with respect, alerts manager immediately if technical problem
- Punctual and regular and reliable attendance
- Demonstrates honesty and integrity

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_