



Job Description

Position: Laundry Attendant

Department: Housekeeping

Reports To: Housekeeping Manager

SUMMARY:

Laundry attendant are responsible for collecting and washing the used and dirty linens from guest, rooms and other parts of the hotels. Moreover the purpose of laundry attendant staff is to coordinate the work done by the other staff of the laundry department in the areas of dry cleaning and production.

DUTIES AND RESPONSIBILITIES:

- To operate, clean, and maintain washers and dryers.
- To replenish laundry chemicals as required.
- To sort and separate soiled linens.
- To separate and fold clean linens.
- To restock all room attendants with clean linen twice daily.
- To clean out lint trap behind washers.
- To clean out lint screens in the dryers daily.
- To dust, sweep and mop laundry room.
- To remove all garbage daily.
- To report all deficiencies to your supervisor.
- To operate, clean, and maintain daily assignments as designated by the Housekeeping Manager
- To operate washers and dryers as per training manual.
- To turn in all *Lost and Found* items to the housekeeping office daily.
- To report to work well groomed with a clean uniform and your name tag on at all times when on duty.
- To develop and maintain an excellent working relationship with all departments and personnel.
- To perform additional tasks when required by your supervisor.

JOB REQUIREMENTS:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Many work tasks are performed outdoors. Temperature and precipitation is not controlled by hotel environmental systems.
- Must be able to sit at a desk for up to 1 hour per day. Walking and standing are required during the rest of the working day. Length of time of these tasks may vary from day to day and task to task.
- Must be able to exert well-paced ability to reach other departments of the hotel on a timely basis.
- Must be able to lift up to 30 lbs. occasionally.

- Must be able to push and pull carts and equipment weighing up to 250 lbs. occasionally.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning/inspection tasks.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and subordinates.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.
- Able to work efficiently without supervision.