



Job Description

LAUNDRY ATTENDANT

Department:	ROOMS DIVISION	FLSA Status:	HOURLY NON-EXEMPT
Reports To:	EXECUTIVE HOUSEKEEPER	Effective Date:	January 1, 2018

Job Title: LAUNDRY ATTENDANT

SUMMARY

This position is to assure the proper washing and drying of laundry.

ESSENTIAL JOB FUNCTIONS

The position requires the ability to perform the following essential job functions, with or without reasonable accommodation:

- Operates washing and drying equipment, loading and unloading from machines. Measures and administers cleaning agents to laundry per product specifications.
- Attends to folding and storing of fresh linens.
- Monitors feeder information on washers, make sure all drums are full, and report any irregularities to immediate supervisor.
- Set the proper drying and cooling times for different types of linen.
- Clean up machines and surrounding areas.
- Laundry attendants may be required to assist in housekeeping as Room Attendant or House Person.

HOURS AND ATTENDANCE

- Up to 40 hours per week with varied and flexible shifts/days, likely to include nights, weekends, holidays and overtime.
- Regular and predictable attendance in conformance with the Hotel's standards, as may be established from time to time, is an essential job function. Team members with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

MARGINAL OR SUPPORTIVE FUNCTIONS

In addition to performance of the essential function, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the requirements of the hotel.

- All other duties as assigned.

PHYSICAL AND MENTAL DEMANDS OF POSITION, INCLUDING ENVIRONMENT

The individual holding this position must be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

- Working knowledge of the use of laundry chemicals and different formulas, as well as effects on various types of

linen.

- Ability to prioritize and organize work.
- Ability to lift, bend, stoop, push or pull heavy loads, and stand for long periods of time.
- Requires lifting bundles of linen weighing up to 50 lbs.
- Ability to push and/or pull wheeled carts weighing up to 150 lbs.
- Basic ability to comprehend English language sufficient to understand information such as safety label and instructions.
- Multi-Lingual a plus.
- Must exhibit positive interpersonal skills with focused attention to guest needs and varied business contacts.
- Maintain physical stamina and proper mental attitude while dealing effectively with guests, management, team members, and outside contacts while working under pressure and meeting deadlines.
- Perform all duties and responsibilities in a timely and efficient manner in accordance with established company policies and procedures.
- OSHA laws require the use of Personal Protective Equipment (PPE) when performing work duties that have the potential of risk to your health or safety.
- Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.

KNOWLEDGE AND CRITICAL SKILLS

The individual holding this position must possess the following knowledge, skills and abilities:

- Proof of authorization/eligibility to work in the United States.
- High School Diploma or equivalent.
- Ability to listen effectively and to speak English clearly to communicate with customers and team members and prepare written reports.
- All team members must maintain a neat, clean and well-groomed appearance (specific standards available).

Upon employment, all team members are required to fully comply with the Hotel's rules and regulations for the safe and efficient operation of Hotel facilities. Team Members who violate Hotel rules and regulations may be subject to disciplinary action, up to and including termination of employment.

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth:

TEAM MEMBER SIGNATURE

DATE