



Golf & Conference Center

## Job Description for Laundry Attendant

*This brief job profile is to give a general idea of the job and in no way states or implies that these are the only duties to be performed by the employee in this position. In our employees, we look for a passion to anticipate and meet our guests' needs and an insatiable desire to attain the highest levels of quality and service in all areas of the hotel. Interacts with guests in a courteous and efficient manner, an eye for detail and high job standards. English verbal communication skills; second language a plus.*

**Job title: Laundry Attendant**

**Department: Housekeeping**

**Reports to: Executive Housekeeper**

**Level: Hourly**

**Type of position:**

- Full-time
- Part-time

**Hours \_\_\_\_/week**

- Exempt
- Nonexempt

**Brief General Job Description:**

Preparation and delivery of clean linens. Ensures all laundry requests are completed for each department as needed. Responsibilities include folding, pressing, sorting linen, as well as washing.

**Essential Functions** (*Duties include but are not limited to:*)

- Attending pre-shift meetings to learn room assignments and the day's tasks.
- Folding, pressing, sorting linen, as well as washing and drying
- Ensure that everything is in working order and reports any room unable to be serviced to supervisor.
- Reports needed repairs of unsafe conditions to supervisor.
- Responds to requests from guests, supervisors or management in a timely and efficient manner.
- Maintains linen cart and supplies neat and organized to department standards.
- Maintains security of equipment, keys and supplies issued each day.
- Reporting missing articles, damage or mechanical problems and turn in articles left in room to supervisor.
- Responds quickly to guest requests in a friendly manner. Follows up to ensure guest satisfaction.
- Provides a professional image at all times through appearance and dress.
- Follows company policies and procedures.

NOTE: Other duties as assigned by supervisor or management

**Requirements:**

- Able to work independently
- Able to lift, carry and push up to 75 lbs
- Requires standing/walking/bending throughout shift.
- Great customer service skills
- Able to work all shifts and flexible schedules including weekends and holidays.

**Work experience requirements:**

- N/A

**Education Requirements:**

- N/A

**Approved by:**

**Title:**

**Date posted:**