

Job Description

Title: Linen Truck Driver

Reports to: Housekeeping Manager

Summary of Position:

This position plays an important role in the Housekeeping Department and helps to insure that the department runs smoothly. Normal scheduled work hours are 8:00 a.m. to 4:30 pm daily 40 hours per week (may require longer hours). Truck Driver will report to the Housekeeping Manager.

Requirements are as follows but not limited to:

- Stock van daily with linen that is needed for the day.
- Get list daily from Manager with checkouts and towel deliveries.
- Strip cabins on maid's list first.
- Deliver linen/supplies to maids as needed.
- Strip dirty linen daily from cabins: sheets, pillowcases, and towels.
- Count linen and replace all linen needed (check mattress pads, pillows, spreads, blankets, shower curtains)
- Replace Palmolive, toilet paper, paper towels and dishwasher pods if necessary.
- Take all trash from cabin and put in designated trashcans outside each cabin.
- If cabin is not on maid's list for the day turn lights off, check heat/ac unit and make sure door is locked.
- Clean out fireplace if needed.
- Take dirty linen to laundry and sort linen in bins.
- Guests staying in the village require towel and/or linen exchange; they will put linens that need replaced on porch of cabin. Remove dirty linen, count, and replace with clean linen in chair on porch.
- Restock van when needed.
- Deliver items needed to cabins as needed by guests.
- Maintain and care for the vehicles of the Housekeeping Department.
- Help in other areas as needed.
- Report any problems to the Housekeeping Manager.

Qualifications:

- Having a good memory is very important
- Must be able to remember cabins, where they are located, and what they are set up for.
- Able to work quickly and efficiently in a fast-paced environment
- Be able to lift furniture, mattresses, sofas, chairs, equipment, etc. in a safe manner. There is a lot of lifting, bending, and walking.
- Able to load and pull linen from linen bins, washers, and dryers.
- Strong work ethic with a willingness to take initiative
- Maintain a positive attitude (will deal with guests daily)

Print Employee Name: _____

Employee Signature: _____ Date: _____