

Job Description

Title: Laundry Attendant

Reports to: Housekeeping Manager

Summary of Position:

This position is responsible to help ensure the Resort has an adequate supply of clean linens, in a timely manner, daily as needed.

Duties & Responsibilities:

- Retrieve dirty linens when needed, normally unsorted, from rental units and Food and Beverage outlets.
- Separate linens by type.
- Pretreat Stains.
- Place dirty linens in washer and ensure proper setting for wash cycle.
- Remove wet wash from washers and place in dryer at appropriate settings.
- Fold and stack clean, dry linens in designated place on shelves or carts.
- Comply with all safety and security policies.
- Perform all stages of linen processing.
- Maintain appearance standards as outlined in Departmental and Resort policy.
- Provide courteous service to our guests and be cordial to all team members.
- Communicate effectively both orally and in writing.
- Maintain a good attendance record.
- Other duties as direct by management.

Qualifications:

- No previous experience required.
- Be able to lift up to 50 pounds, reach, bend, and/or stoop to pick up items under 5 pounds when needed.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Must have positive attitude.
- Must be able to work cooperatively in a team concept environment.
- Be able to walk back and forth from storage area to laundry room.
- Be able to push and pull laundry carts.
- Must wear slip resistant shoes.

Working Conditions & Environment

- Exposed to cleaning chemicals and fumes.
- Must be able to work all shifts, weekends, holidays, and special events as needed.

Print Employee Name: _____

Employee Signature: _____ Date: _____