



Job Description: Laundry Attendant

Immediate Supervisor: Executive Housekeeper

SUMMARY: Tends to laundry machines to clean any linen or terry brought into the laundry room from rooms or restaurant performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by a manager or supervisor as needed

- Inspects all linen/terry prior to loading in washer and separate any stained linen for soaking.
- Load and unload terry/linen into washing and drying machines.
- Accurately administer cleaning agents based on proper protocol in insure proper amounts are being used per each load.
- Set proper drying times based upon the type of linen/terry.
- Sorts dried articles according to type. Folds and places item in appropriate storage bin.
- Dryer lint filters must be cleaned no less than one time per day.
- Associate should be in proper uniform, including name tag at all times.
- Proper organizational skills displayed in maintaining the laundry room in a clean, neat, and organized manner.
- Interacts with internal and external customers in a positive, professional and accommodating manner.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available to work shifts required for open position.
- Must have exceptional customer service skills
- Demonstrated ability to perform multiple tasks in a busy environment and remain flexible
- Ability to work well in a team environment

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The associate must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate occasionally works near moving mechanical parts. The associate is frequently exposed to extreme heat.

The noise level in the work environment is usually moderate.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PREFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.

Print name

Signature

Date