



Job Description for Hotel Laundry Attendant

JOB TITLE: Laundry Attendant

REPORTS TO: Housekeeping Manager / Housekeeping Supervisor

POSITION SUMMARY:

Responsible for the complete upkeep and smooth functioning of the laundry department. The laundry attendant should possess knowledge of all equipment and how it operates. The position also works closely with housekeeping to ensure proper inventory levels are supplied to the floors in a timely and efficient manner.

If hired a detailed technical skills and service training document will be reviewed and a request will be made of the employee to sign and acknowledge technical and service training standards and expectations.

Duties and Responsibilities:

1. Formulates washing formula for stained loads and all other laundry products processed through the laundry area including food and beverage items.
2. Sorts dirty linen by product type.
3. Identifies worn and torn linen and keeps track of rag outs on a discard form.
4. Participates in monthly linen inventory.
5. Ensures the washing of linen is up to standard before placing into inventory.
6. Communicates any maintenance and upkeep issues to appropriate person relating to all laundry equipment.
7. Coordinates with the Engineering Department any routine maintenance of the equipment or outstanding repairs.
8. Suggests methods for increasing laundry efficiency.
9. Organizes linen in such a way that it is sorted by type, loaded on carts and put up neatly on the linen storage racks.

10. Works in a fast paced environment with time constraints and timing deadlines related to production standards and requirements.
11. Multitasking with linen in various machines running at the same time with different products.
12. Ensures that the proper amount of linen is ready and available to disperse to the guest floors. Shortages of linen in the housekeeping storage areas should not exist.
13. Main duties include folding linen and terry cloth items in a neat pristine fashion.
14. Sets the wash and dry cycles on the machines based on products being laundered.
15. Ensures that work is closely coordinated with housekeeping to determine the proper level of products is kept in the laundry storage areas on the guest floors.
16. Must be able to work a flexible schedule to include weekends and holidays.
17. Performs other reasonable duties as directed by the leadership team.
18. Understands that business demands sometimes make it necessary to move employees from their accustomed shifts to other shifts.
19. Maintains a professional appearance in appropriate uniform.
20. Maintains the cleanliness and neatness of the laundry area and the equipment.
21. Possesses the ability to work well with other team members.
22. Attends department meetings as required.
23. Knows all safety and emergency procedures.
24. Must demonstrate a positive attitude with an outgoing and friendly personality towards all guests when in guest areas.

The above description reflects on the general details considered to describe the principle functions of the job. This is not a detailed description of all the work requirements that may be inherent in the job. Management reserves the right to alter the above requirements at any time.

PREREQUISITES:

Education: A secondary school diploma is preferred, Physical mobility and stamina required, Ability to follow instruction, Detail-oriented, Professional attitude is required, Ability to work independently.

Experience: Previous laundry or dry cleaning experience desired.

Physical: Requires standing for long periods of time and on occasion may be asked to lift and carry up to 40 pound. While performing the duties of this job, it may be also required to stoop, kneel, crouch, or crawl.

Ethical Behavior: Must adhere to Shoshone Rose Casino's Code of Ethics.

Work Environment: Work is generally performed in the laundry room, hotel guest areas and public areas in a casino setting with exposure to second hand smoke and high noise levels. The laundry room is also prone to be warm due to the equipment producing heat. Evenings, grave, weekends and holidays most likely will be required.

