



Job Title: Laundry Attendant

Department: Rooms Division

Reports to: Housekeeping Supervisors and Housekeeping Manager

Role Purpose:

The Laundry Attendant serves the resort by ensuring linen levels are maintained for daily operations. This role works diligently to support their peers by forecasting laundry demands and preparing for predicted business levels. This role is responsible for setting the foundation of the department's daily success.

Technical Skills:

- Strip linens from all vacant dirty rooms, to prepare for room attendants
- Sort laundry, load machines, transport loads and unload laundry
- Pre-treat all stains according to company policy
- Transfer wet laundry from washer to dryer immediately
- Loading and unloading laundry bins
- Maintain inventory of all cleaning supplies and communicate levels to supervisors
- Inspect, iron, hang or fold all linens and towels
- Monitor linens levels and replenish as necessary
- Use internal phone system and record messages
- Maintain all laundry equipment and machine and inform maintenance team of any work orders required
- Complete additional tasks as directed by the manager/supervisors manager

Soft Skills:

- Communicate with colleagues and across departments clearly and effectively
 - Has a sense of self-leadership. Is able to accept responsibility for their actions and is held accountable for their work
 - Has a level of self-awareness which allows them to communicate with colleagues openly and without defenses
 - Actively participate and engage in team pre-shift meetings
 - Uses their attention-to-detail to catch, what otherwise might be overlooked
 - Manages their time, attention, and resources effectively
 - Shares their unique strengths with the team and bring diversity to the team
 - Feels empowered to make decisions and is confident in their decision-making abilities
 - Has an open-mind and is willing to learning new skills and take on new responsibilities;
-



Working Conditions/Physical Demands:

- Frequent indoor work with some outdoor service required
- The ability to perform physical work including standing and walking for long periods of time

How This Feels:

In this role you feel...trusted, accountable, dedication and pride.

In your presence others feel...dependence, respect, gracefulness and fortitude.

Pay Scale:

Starting Hourly Wage	Completion of Probationary Period	After 1 Year	After 2 Years	After 3 Years	After 4 Years	Cap
\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00

Acknowledgement

I, _____ acknowledge that I have read, understand and accept the job description and agree to meet and fulfill my duties in the role outlined above.

Signature

Date (MM/DD/YY)