

Job Title: Laundry Attendant
FLSA: Non-exempt
Reports To: Housekeeping Manager

Department: Housekeeping
Status: Seasonal
Pay Grade: 3

SUMMARY:

Prepares soiled linen for washing machine, loads and unloads washers and dryers, folds and stores clean linen on shelves. Keeps the work area clean and empty's lint from dryers.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Gather all soiled linen from room attendants on all floors of the Resort. This will be done every half hour until all soiled linen is gathered
- Prepare soiled linen for washing machine, this includes soaking and pretreating
- Change detergent container as needed
- Move laundry from washer to dryer
- After laundry is dry the incumbent will sort, fold and possibly iron laundry
- Keeps laundry room clean, dryers clean from lint, mop floors, clean laundry room shelves and wipe down washers and dryers. Keep the folding table clear and clean at all times
- Clean back room where supplies are stored
- Maintains communication with Assistant Housekeeping Manager regarding any issues that might reveal a weakness or vulnerable area of housekeeping that is discovered during the course of operations
- Fill in for absent or sick employees
- Gathers room service dishes from hallways as needed
- Able to deliver linen to the designated closets for room attendants
- Ensure compliance with established rules and regulations
- Reports linen quality to Manager
- Must maintain composure at all times in all situation
- Other duties as assigned

SUPERVISION EXERCISED:

- None

EDUCATION and/or EXPERIENCE:

- Must have had six months of experience as a Room Attendant or prior experience working in laundry at another hotel.

SPECIAL QUALIFICATIONS:

- Problem solving and decision making
- Skill in observing situations and decision making
- Skill in dealing courteously with the public
- Skill in leading the work of others
- Ability to effectively communicate
- The Laundry Attendant will work closely with the Housekeeping Manager, Assistant Housekeeping Manager, Houseman and Room Attendants.
- Consults with Housekeeping Manager, Assistant Housekeeping Manager and the General Manager of KwaTaqNuk Resort.
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position will require physical activity
- Able to walk extensive periods while gathering linen and dishes
- Able to stand for long periods of time
- Able to stand for long periods of time
- Must be able to lift up to 50lbs
- Bending, stretching, and kneeling for long periods of time
- Climbing step ladders and walking on wet floors
- Ability to work flexible hours/shifts including evenings, weekends and holidays required.

CERTIFICATES/LICENSES & REGULATIONS:

- None

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date