

Employee Requisition Form

Position to Be Filled: Laundry Attendant

Purpose: The Laundry Attendant is responsible for the successful overall coordination and organization of the Hotel's linen supply.

Required Qualifications / Essential Duties:

- Stores, inventories and issues or distributes linens; including but not limited to: sheets, pillowcases, blankets, bedspreads, table line, guest towels and pool / spa towels.
- Ensures appropriate stock of supplies necessary to effectively perform job responsibilities and advises the supervisor when supplies run low.
- Collects, receives, examines, counts and assembles soiled and laundered linens.
- Distributes laundered linens to the appropriate locations in a timely manner.
- Routinely inspects inventory noting defective and / or unusable materials and recommending dispensation to supervisor.
- Inventories linen storage areas and maintains written records for inventory control purposes, compares inventories to office records and reports for accuracy.
- High School Diploma or GED required
- Minimum of 1 year prior industrial Laundry experience required.
- Must be able to demonstrate all aspects of hospitality, professionalism, prompt and courteous service, with extreme attention to detail.
- Bi-lingual helpful.

Reports To: Housekeeping Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted