



<b>Title:</b>	<b>Laundry Attendant</b>
---------------	--------------------------

<b>Reports to:</b>	Executive Housekeeper
<b>Department:</b>	Housekeeping
<b>Classification:</b>	Hourly Non-Exempt

**Overview**

Our friendly and service-oriented Laundry Attendant provides exceptionally clean linens for our guestrooms while following NCG and hotel brand standards while operating the commercial laundry and cleaning equipment.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>✓ Desire to contribute to a supportive and effective team</li> <li>✓ Ability to work in a fast-paced setting</li> <li>✓ Strong attention to detail</li> <li>✓ Flexible availability</li> </ul>
-----------------------	---

<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Finishes all daily tasks within the given timeframe based off the minutes per room average, which will be determined by the number of rooms to clean each day</li> <li>• Provides fresh clean linens for the hotel guestrooms</li> <li>• Operates commercial laundry and cleaning equipment</li> <li>• Sorts, loads, washes, dries, and folds linen</li> <li>• Keeps soiled linen away from clean linen</li> <li>• Uses proper procedures for wash and dry cycles according to the type of linen</li> <li>• Stacks, hangs, and stores laundered linen</li> <li>• Provides exceptional guest service by treating all guests with courtesy and a smile whenever encountered and by responding promptly to guests' questions, complaints, and requests</li> </ul>
--------------------------------	---

<b>Secondary Job Functions</b>	<ul style="list-style-type: none"> <li>• Promptly reports any maintenance issues</li> <li>• Properly handles, labels, stocks and stores chemicals and cleaning supplies</li> <li>• Assists with monthly linen inventory</li> </ul>
--------------------------------	--

Laundry Attendant  
Job Description

	<ul style="list-style-type: none"> <li>• Maintains cleanliness of laundry equipment and laundry room and ensure laundry room is organized</li> <li>• Sorts out stained linens for soaking and rewashing</li> <li>• Separates, counts, and records damaged linen</li> <li>• Helps stock and maintain linen/storage rooms</li> <li>• Protects guest belongings, turns in lost and found items immediately</li> <li>• Other duties assigned by supervisor and/or Executive Housekeeper</li> </ul>
<b>Heavy physical workload and excessive bodily motions include but are not limited to:</b>	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>➤ Constant repetitive motion</li> <li>➤ Continually able to lift, push, pull and carry up to a 100lbs</li> <li>➤ Constantly be able to stand and walk for long periods of time</li> <li>➤ Significant kneeling, bending, twisting motions</li> <li>➤ Often squatting and crouching</li> <li>➤ Sporadically able to work in confined spaces</li> <li>➤ Consistently use hands to grasp, control, move objects/tools</li> <li>➤ See differences between colors and brightness</li> <li>➤ See details of objects that are more than a few feet away</li> </ul>
<b>This position has exposure to environmental factors that include but are not limited to:</b>	
<b>Working Conditions and Environmental Factors</b>	<ul style="list-style-type: none"> <li>➤ Able to tolerate exposure to dust and cleaning chemicals</li> <li>➤ Sporadically work in all areas of the property</li> <li>➤ Is subject to frequent interruptions and may need to reprioritize activities</li> <li>➤ Is subject to noise and vibrations from the commercial laundry machines</li> <li>➤ Consistent communication with housekeeping staff and other department staff</li> <li>➤ Subject to the handling of and exposure to chemicals, detergents and cleaners</li> <li>➤ Is subject to exposure to bloodborne pathogens</li> </ul>

Laundry Attendant  
Job Description

**I hereby acknowledge my understanding of the job duties, tasks and requirements outlined in this job description and I acknowledge that I am able to perform the job responsibilities listed for this job description.**

**Team Member Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Team Member Signature:** \_\_\_\_\_

Original: Team Member File  
CC: Team Member