***JOB OVERVIEW:***

Clean and store linens/uniforms in a timely, organized manner to ensure that hotel’s laundry and linen needs are met.

 ***DUTIES AND RESPONSIBILITIES:***

* Receive soiled lines by bag, cart or chute from the floors. Sort all articles by kind, color and degree of soil. Inspect all laundry and linens and records all damaged or stained items.
* Operate washers and dryers according to recommended capacity and other manufacturers’ guidelines. Ensure necessary chemicals are added in the correct quantities prior to wash cycles.
* Fold clean linens and store as appropriate. Operate linen feeder, sheet folder, towel folder and table linen ironer machines.
* Report to supervisor needed repairs or unsafe conditions.
* Monitor and control supplies, and minimize waste within laundry facility.
* Sort and record discarded linen into categories. Report damages or loss of linen to supervisor.
* Promote teamwork and quality service through daily communication and coordination with other departments.
* May assist with other duties as assigned.

***Qualifications and Requirements:***

Basic reading, writing, and math skills. Some laundry experience and ability to speak English preferred.

This job requires ability to perform the following:

* Carrying or lifting items weighing up to 75 pounds and pushing and or pulling approximately 400 pounds
* Frequently standing up and moving about the work area
* Frequently handling objects and equipment to maintain the facility
* Frequently bending, stooping, and kneeling
* Frequently working in areas of high temperatures around heavy equipment

Other:

* Communication skills are utilized a when interacting other employees and supervisor.
* Reading and writing abilities and basic math skills are utilized when determining amounts of chemicals to treat laundry and stains and logging appropriate poundage.
* May be required to work nights, weekends, and/or holidays.

**Work Area: *Laundry Facility***

**The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.**