

Linen Porter

Job Description and Person Specification

Position Details

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| Position: : Linen porter | Department: Housekeeping | Reporting to: Head Housekeeper |
| Level: Non management | Contract: Permanent | Hours per week: 40, 5 out of 7 |

Overall Objective: To ensure that hotel public areas and guest rooms are clean and well maintained.

| Job Description | Person Specification |
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| <p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To deliver clean linen • To remove soiled linen from floors • To receive housekeeping deliveries and put them in them into appropriate store cupboards • Clean carpets and upholstery <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • To receive and store deliveries • To stock linen cupboards • Clean carpets and upholstery • Any other tasks that may be assigned • To report any maintenance issues or faults using the company process. • To ensure that all company policy & procedures, health & safety, COSHH, food safety and legislation is complied with at all times. | <p><u>Essential</u></p> <ul style="list-style-type: none"> • Good verbal communication skills • Evidence of working on own initiative • <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge of cleaning <p>This roll will involve long periods of standing and walking together with heavy lifting.</p> <p>Industrial cleaning equipment and chemicals are involved in this job. Full training will be provided.</p> |