

# Linen Porter

## Job Description and Person Specification

### Position Details

<b>Position:</b> : Linen porter	<b>Department:</b> Housekeeping	<b>Reporting to:</b> Head Housekeeper
<b>Salary:</b> up to £18,532.80 per annum	<b>Contract:</b> Permanent	<b>Hours per week:</b> 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
<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>• To deliver clean linen</li> <li>• To remove soiled linen from floors</li> <li>• To receive housekeeping deliveries and put them in them into appropriate store cupboards</li> <li>• Clean carpets and upholstery</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>• To receive and store deliveries</li> <li>• To stock linen cupboards</li> <li>• Clean carpets and upholstery</li> <li>• Any other tasks that may be assigned</li> <li>• To report any maintenance issues or faults using the company process.</li> <li>• To ensure that all company policy &amp; procedures, health &amp; safety, COSHH, food safety and legislation is complied with at all times.</li> </ul>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Good verbal communication skills</li> <li>• Evidence of working on own initiative</li> <li>•</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of cleaning</li> </ul> <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>
Reference: H0474	Closing date: