

# Laundry Attendant

## Job Description and Person Specification

### Position Details

<b>Position:</b> : Laundry attendant	<b>Department:</b> Housekeeping	<b>Reporting to:</b> Laundry Manager
<b>Salary:</b> up to £18,532.80	<b>Contract:</b> Permanent	<b>Hours per week:</b> 40

**Overall Objective:** To ensure that all bedroom, F&B linen and dry cleaning are processed on a timely fashion and according to standards

Job Description	Person Specification
<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>• To sort all linen and dry cleaning</li> <li>• To pre-treat any stained item</li> <li>• To wash/dry/iron linen and dry cleaning</li> <li>• Clean and maintain machinery</li> <li>• Clean and maintain laundry</li> <li>• To complete any guest laundry on a timely fashion</li> <li>• To delivery any guest laundry to the room</li> <li>• To participate in stock takes</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 sort and wash all linen and/or guest/staff laundry</li> <li>• To press all required linen/guest laundry</li> <li>• Clean and maintain machinery</li> <li>• To clean and maintain laundry</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 always complied with .</li> <li>• To assist in counting linen for the stock take</li> <li>• To prepare required F&amp;B linen on a timely fashion</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>• Good eye for detail</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Previous experience in a Laundry</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:	Closing date: