

Job Description

Laundry Attendant

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| Position: Laundry Attendant | Department: Housekeeping/OPL | Reporting to: Housekeeping Supervisor |
| Salary: £23,809.50 per annum | Contract: Permanent | Hours per week: 37.5 (any 5 days out of 7) |

Job purpose: To ensure that all bedroom, F and B linen and dry cleaning are processed on a timely fashion and according to standards.

Role Competencies:

Planning Timescales:

- To wash and iron all bedroom linen on a timely fashion.
- To complete any guest laundry on a timely fashion.
- To prepare required F and B linen on a timely fashion.

Decision Making:

- To make associated decision within parameters of the role.

Impact and Influence:

- Assist other departments wherever necessary and maintain a good working relationship.

Skill Level:

- To ensure the proper usage of chemicals/cleaning supplies, machinery and departmental linen.
- To have full knowledge and understanding of all the chemical products utilised, their storage and the disposal of all toxic products.

Communication:

- To ensure smooth communication between other departments to achieve a successful operation.

Budget Management:

- To ensure waste of products and sundries is kept to a minimum.
- To ensure reject linen kept on minimum by treating stains and complete re-wash.

Lead and Develop:

- Not applicable for role

Operating Parameters:

- To pre-treat any stained item according to standards.
- To receive and store deliveries.
- To sort and wash all linen and/or guest/staff laundry according to standards.
- To press/iron all required linen/guest laundry according to standards.
- To clean and maintain machinery.
- To clean and maintain laundry.
- To report any maintenance issues or faults using the company process.
- To ensure that all company policy and procedures, health and safety, COSHH, food safety and legislation is always complied with.
- To assist in counting linen for the stock take.

- To prepare required F and B linen on a timely fashion.
- To carry out any reasonable request required by hotel management and hotel guests. This role may extend to cleaning and finishing guest bedrooms, bathrooms, deep and periodical cleaning of bedrooms, moving clean linen and guest supplies to the housekeeping stores and soiled linen and waste to the laundry and bin areas. Changing of bedroom and bed configurations and receiving, checking and transporting housekeeping deliveries.

Essential and Desirable Job Criteria:

- Previous experience in a Laundry (E)
- Previous experience in wet cleaning (D)
- Good eye for detail (E)
- Ability to work in a team and on own initiative (E)

This roll will involve long periods of standing and walking together with heavy lifting. The role will cover a variety of shifts and will involve weekend work.

Industrial cleaning equipment and chemicals are involved in this job. Full training will be provided.

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality and Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 45

Level 1