

CityFlatsHotel

Job Description

Laundry Attendant

Organization Name: CityFlatsHotel Grand Rapids, LLC

Reports to: Head Housekeeper, Assistant Head Housekeeper

Job Location: Grand Rapids, MI

Employment Status: PT

FLSA Status: Non Exempt

Prepared By: Lisa Squeteri, *Development Coordinator*

Prepared Date: February 26, 2019

Position Summary:

Provide a constant supply of clean linens for the entire hotel

Education:

High school diploma/GED

Responsibilities:

Below is a list of typical duties, these may change over time and not inclusive of position.

- Maintain a professional appearance with a positive attitude and is adaptable and flexible
- Sort items by color, weight and fabric types and make sure items washed in the proper machine cycle
- Daily washing and drying of hotel sheets, towels, and linens according to company standards
- Neatly fold laundry and distribute it according to company requirements
- Follow guidelines for treating and removing stains
- Sweep and mop floors periodically
- Wipe down machines and counters, take out trash
- Coordinate duties with other hotel staff

Competencies & Skills:

Attendance/Punctuality

- Consistently at work on time
- Ensures work responsibilities are covered when absent

Dependability

- Follows instructions, responds to management direction
- Takes responsibility for own actions
- Commits to long hours of work when necessary to reach goals
- Completes tasks on time or notifies appropriate person with an alternative plan

Teamwork

- Balances team and individual responsibilities
- Contributes to building a positive team spirit
- Able to build morale & group commitments to goals and objectives

Quality

- Demonstrates accuracy & thoroughness
- Monitors own work to ensure quality

Quantity

- Meets productivity standards
- Completes work in timely fashion

Safety & Security

- Observes safety and security procedures
- Reports potentially unsafe conditions
- Uses equipment and materials properly

Social Skills

- Friendly and respectful when dealing with guests and staff
- Service orientation- actively looking for ways to help people, and assisting other staff members when needed
- Speaking- talking to others to convey information effectively
- Strong problem solving and communication skills

Reasoning Ability

- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations

Work Context:**Physical Demands**

****The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Regularly required to stand for long periods of time
- Use hands and fingers to handle or feel, and reach with hands & arms
- Ability to lift and move up to 50 pounds of laundry and push heavy carts without assistance
- Specific vision abilities include color vision, depth perception & ability to adjust focus

Work Setting

- Indoors, Environmentally Controlled