

ShieldHOTELS

Position Title: Laundry Attendant

Reports To: Executive Housekeeper

Date Written/ Revised: 3/21/2025

Position Purpose:

The Hotel Laundry Attendant is responsible for ensuring all hotel linens, towels, and uniforms are cleaned, pressed, and maintained to the highest standards. This role is essential in delivering a superior guest experience by providing fresh and clean linens for guest rooms, restaurants, and other hotel operations

Examples of Duties:

- Operate washing machines, dryers, and other laundry equipment according to established guidelines.
- Sort, wash, dry, fold, and iron linens, towels, and staff uniforms as needed.
- Inspect linens for stains, tears, or other damage and properly report or treat issues.
- Maintain an organized and clean laundry facility, ensuring compliance with health and safety regulations.
- Monitor and replenish laundry supplies such as detergents, bleach, and fabric softeners.
- Properly handle guest laundry requests and ensure timely service.
- Adhere to hotel policies regarding lost and found items.
- Assist with inventory management by tracking linen usage and reporting shortages.
- Coordinate with housekeeping and other hotel departments to meet linen and laundry needs.
- Follow all safety procedures and guidelines to prevent accidents and injuries.

Other:

- Regular attendance in conformance with the standards, that may be established by Shield Hotels from time to time is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

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- Due to the cyclical nature of the Hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel.
- Upon employment, all employees are required to fully comply with Shield Hotels rules and regulations for the safe and efficient operation of Hotel Facilities. Employees who violate Hotel Rules and Regulations may be subject to disciplinary actions, up to and including termination of employment.
- Complete all other duties as assigned

Specific Job Knowledge, Skills, and Abilities:

- Ability to operate and maintain laundry equipment efficiently.
- Strong attention to detail and ability to identify and address linen quality issues.
- Good organizational and time management skills.
- Physical ability to lift, carry, and move heavy loads and stand for extended periods.

Grooming Standards:

All employees must maintain a neat, clean and well-groomed appearance in line with handbook standards, as well as food and beverage health and safety standards.