

Title:	Laundry Attendant
Reports To:	Executive Housekeeper
FLSA Status:	Nonexempt: Part-Time, Hourly

Overview:

The Laundry Attendant ensures the proper cleaning, care, and presentation of linens and laundry items at Charley Creek Inn. This position is responsible for laundering, sorting, and handling linens according to established cleanliness, safety, and operational standards. Laundry work requires attention to detail, knowledge of proper linen care and stain-treatment procedures, and efficiency. While this role may assist with public areas when needed, its primary focus is the consistent preparation and upkeep of all laundry items to support a seamless guest experience.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Sorts, washes, dries, folds, and organizes guest and operational linens according to Charley Creek Inn’s cleanliness and quality standards.
- Treats stains and spots using proper techniques and approved cleaning agents.
- Operates laundry equipment safely and efficiently, including washers, dryers, and ironing/pressing machines.
- Maintains cleanliness and organization of laundry work areas, storage rooms, and linen carts.
- Monitors inventory of linens, towels, and laundry supplies, and replenishes as needed.
- Delivers and collects linens to/from guest rooms and hotel departments as assigned.
- Inspects linens and laundry items for damage or wear and reports issues to Executive Housekeeper.
- Follows all safety procedures and proper handling guidelines for chemicals and equipment.
- Assists with public area or guest room cleaning as directed and cross-trains in other operational areas as needed.
- Maintains professional appearance and conduct, supporting a positive guest experience and team environment.
- Works flexible schedules, including evenings, weekends, and holidays, as business needs require.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

High School Diploma or equivalent preferred, with 1–2 years of experience in hotel housekeeping, laundry operations, or related custodial services; or equivalent combination of education and experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office environment and hotel environment.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work effectively in a fast-paced, service-oriented environment.
- Ability to use visual, auditory, and physical coordination skills required for hospitality operations and guest interaction.
- Ability to operate cleaning equipment and related tools; basic ability to use phones or other communication devices as needed.

Other Requirements

Position requires weekend hours.