



## Laundry Person

### Department

Housekeeping

Supervisor: Executive Housekeeper, Front Office Manager and General Manager

### Job Summary

To ensure that all areas of the hotel and restaurant are kept properly stocked with clean laundry items.

### Duties and Responsibilities

#### General

1. Sorts linens for washer.
2. Removes stains from badly soiled linen.
3. Operates washers and dryers properly.
4. Folds all linens to hotel standards.
5. Wahses banquet and kitchen laundry.
6. Washes bedspreads, bed pads, and blankets per instructions..
7. Keeps laundry area neat and clean.
8. Checks daily for all banquet and restaurant linen needs.
9. Handles all laundry chemical products properly and advises Housekeeper of inventory levels.
10. Assists Housekeeper in other areas when laundry is slow or work is caught up.

#### Acknowledgement

As an employee of Crown Hotel and Travel Management, I acknowledge that I have accepted the position outlined in the above job description. Any violations may be considered grounds for disciplinary action up to and including suspension, pending investigation, and possible termination.

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Print Name (Employee)

\_\_\_\_\_  
Signature (Employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
FOM/General Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date