



Job Title: Laundry Attendant
Employment: Full Time
FLSA Status: Non - Exempt
Reports To: Business Manager

POSITION SUMMARY

Responsible for maintaining a constant supply of clean linens for our vacation rentals in our continuing effort to deliver outstanding guest service.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific duties may include but are not limited to:

- Perform all stages of linen (sheets, towels, blankets, comforters, etc.) processing, including, but not limited to, collecting, transporting, sorting, weighing, loading and unloading washers and dryers and folding, storing and delivering linens to rental homes
- Separate laundry and identify items requiring pre-spotting treatment
- Maintain cleanliness of laundry machinery and laundry area
- Maintain laundry equipment in a safe working manner
- Follow proper equipment operating procedures, and notify supervisor of any equipment malfunctions
- Maintain stock levels; Inform supervisor when linen items and cleaning chemicals are in low supply
- Perform additional laundry services, as needed including cleaning homes
- Respond to guest service issues in a timely, friendly and efficient manner
- Manage lost and found items
- Perform errands and special projects as requested by supervisor
- Observe established policies and procedures
- Maintain a clean, safe and organized work area
- Perform other job duties including but not limited to grounds and hot tub maintenance or other property management functions as needed and requested by supervisor

QUALIFICATIONS

- Proven ability to manage and prioritize time towards achieving the work assigned within the time frame allotted
- Internally motivated; works well and achieves results with little or no supervision
- Successfully multi-tasks, managing many small tasks or processes with attention to the details
- Manages stress, maintains focus and positive attitude amidst change or under pressure
- Works well with a team when needed; understands the relationship of each team member's responsibilities with the end results
- Ability to take direction from supervisors
- Ability to focus attention on detail
- Ability to effectively communicate in English in both written and verbal communications. Possess basic math skills

EDUCATION AND EXPERIENCE

- Minimum of one (1) year experience professional laundry industry experience preferred
- High School Diploma or Equivalent (required)
- Education in housekeeping, professional laundry or other similar fields is a plus
- Ability to learn quickly and follow instructions accurately
- Ability to maintain a steady pace, work independently and demonstrate good time management
- Knowledge of general work safety practices

INTER-RELATIONSHIPS

- Contact with all levels of personnel within company, temporary help, property owners, clients, customers, vacation rental guests, vendors and contractors.

WORKING CONDITIONS

- Requires weekends, holidays and occasional evenings.
- Requires some travel for professional seminars. (Generally in Oregon and 1 or 2 times a year.)
- Requires use of personal vehicle to perform some job duties throughout the Villages of Mt. Hood.
- Requires a valid Oregon State Drivers' License and clean driving record
- Requires a valid vehicle registration and personal insurance.

COMPANY STANDARDS

- All company information including but not limited to records, data, procedures and operations as well as any information, data and records pertaining to temporary help, owners, clients, customers, vacation rental guests, tenants, vendors, contractors and all employees will be kept strictly confidential during the entire period of employment as well as after termination of employment.
- The highest standards of accuracy will be maintained in all data recorded and work performed.
- All temporary help, owners, clients, customers, vacation rental guests, vendors and contractors and any other person contacted on the telephone or in person will be treated in a friendly, personable and professional manner.
- Neat and well-maintained attire, hair and appearance to be maintained at all times. Uniform and dress code in accordance with personnel policies to be maintained at all times.

BENEFITS FOR FULL TIME EMPLOYEES

Your benefits will include a competitive starting wage, mileage reimbursement, medical and dental insurance after 60 days, 401K after 90 days, 40 hours per year of PTO. We look forward to reviewing with you the specific benefits you would receive as a Mt Hood Vacation Rentals Team Member. The above information is provided as a highlight of the major benefits offered to full-time team members. This is not a summary plan description or official plan document.

Physical Job Description

Job Title: Laundry Attendant
Typical Working Conditions: Works indoors, year-round in all weather conditions. Prolonged periods of walking, standing and stretching.
Equipment Used: Environmentally friendly cleaning supplies, vacuum cleaners, commercial laundry equipment.
Essential Physical Tasks: Requires daily visits to vacation rentals to deliver clean laundry & gather used laundry.