



C&J CATERING

and events

JOB DESCRIPTION

Job Title: Laundry Attendant
Department: Facilities
Location: Corporate- Catering

SUMMARY

Laundry Attendant is responsible for washing, drying and pressing linens and fulfilling client linen requests. Duties include collecting, sorting, washing, drying and delivering linens.

ACCOUNTABILITIES:

Because of the fluctuating demands of the Company's operation, it may be necessary that each employee perform a multitude of different functions; therefore, as an essential part of your job, you will be expected to help others when the occasion arises, just as other employees are expected to help you. Accordingly, you may be expected to perform other tasks as needed or directed.

Adhere to all of the various written mandatory standards of operation, policies and procedures, manuals, memos, oral instructions, etc., all of which go to make up the essential functions of the job.

ESSENTIAL FUNCTIONS:

1. Receive dirty laundry by completing Linen Return Form and returning to Office Manager.
2. Sort all laundry and pretreat stains.
3. Keep laundry area floors free from debris and mopped.
4. Load laundry and determine proper cycle.
5. Remove wet laundry and run through pressing machine one piece at a time.
6. Fold and hang all clean, dried items.
7. Count, bag and label napkins for events.
8. Pull and count linens for upcoming events.
9. Wash and dry culinary rags and return to culinary department.
10. Track and report laundry machine maintenance needs.
11. Maintain inventory of all cleaning supplies and communicate needs to Office Manager.

REPORTING RELATIONSHIPS:

1. Reports directly to: Office Manager
2. Liaises with: Event Managers
3. Directly supervises: N/A

DIMENSIONS:

1. WORK EXPERIENCE: Experience as a laundry attendant preferable, but not necessary.
2. SKILLS: Organized, energetic, and the ability to multi-task.
3. EDUCATION: High school diploma or equivalent required.
4. CERTIFICATE/LICENSE: Valid Driver's License.
5. LANGUAGE: Complete written and oral knowledge of the English language is required.
6. RESPONSIBILITY:
7. SECURITY/CONFIDENTIALITY: All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
8. TRAINING: Any training held is mandatory.
9. PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff and jump in where needed.
10. WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours during event days and lifting up to 50 lbs occasionally necessary.