

Job Description for: **Hotel Laundry (Seasonal)**

Reports to: General Manager, Housekeeping Supervisor and Duty Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

Pre Season Duties

- Clean and set up laundry and storage rooms for opening
- Clean all common areas for opening
- View all unit types in building and understand amenities in building
- Understand how everything operates in laundry room ie. Washer, dryer, folding linen, chemicals.
- Understand the mountain and village layout and be able to give directions
- Any other reasonable request as made by a Central Reservations Manager

Laundry

- Carry laundry bags from floors in hotel to laundry room
- Clean, dry and fold all laundry
- Clean and maintain laundry room areas while keeping up with standards set by the Housekeeping Supervisor and General Manager
- Distribute all linen and maintain any housekeeping supply rooms
- Assist housekeepers when needed
- Ensure high level of customer service is maintained at all times
- Assist guests with all questions and reasonable requests
- Ensure accurate information is provided to all clients with respect to all Big White and Central Reservations products

Other

- Maintain clean and tidy appearance
- Maintain clean and tidy work area
- Any other reasonable requests as made by a Central Reservations Manager

LAUNDRY DUTIES

Usual hours of work 12.00noon to 8.00pm

12.00noon start is good if you want a sleep in or you can go snowboarding/skiing in the morning before work

The times in which you work are fairly flexible. If you work it out with your manager in advance (if the day isn't too hectic) then you can come in a bit earlier so that you can finish earlier if you have somewhere to go, or you can come in a bit later if you want to head out skiing/snowboarding for the whole morning.

There is not a guaranteed 8 hours per day. (Its good if you want to head out snowboarding/skiing/socializing – Its not so good if you really need the 8 hours per day for money)

Laundry is a very simple and stress free job which allows plenty of time for snowboarding/skiing – you can also listen to music through speakers while working.

Basically laundry involves collecting laundry from the housekeepers on all floors, put the laundry in the washing machine, put the laundry in the dryer, fold the laundry and stock the housekeeping store rooms up with the clean folded laundry and don't forget to have fun while doing it 😊

Laundry
Amber
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