

LAUNDARY ATTENDER

1. Sorting linens, towels, clothing and other laundry items by color, size and material
2. Removing stains from items using the appropriate procedures.
3. Cleaning and maintaining laundry room area and equipment
4. Performing minor sewing duties.
5. Keep track of inventory levels for laundry supplies and notify supervisors when replenishment is needed.
6. Keeping an updated inventory of laundry detergents and sewing kits.
7. Creating invoices for laundry orders
8. Tracking maintenance and repairs on laundering equipment.
9. Ensuring that the facility always remains clean.
10. Anticipating and responding to customers' queries, concerns, and complaints.
11. Keeping sufficient tokens or change for the washing and drying machines, if required.
12. Follow standard procedures for handling and disposing of hazardous materials, such as bleach or chemicals.