

I. Position

Laundry Manager (3.8)

II. Related Titles

Linen Room Manager

III. Job Summary

Responsible for all upkeep and organization of laundry/linen room and for supervision of all laundry personnel.

IV. Job Tasks (Duties)

1. Hires, trains and supervises all laundry employees
2. Controls all guestroom, food service and other linens used at the club
3. Ensures sufficient supplies of linen and uniforms; maintains control of employees' uniforms
4. Assures quality cleaning of linen and uniforms
5. Manages the physical inventories of linen and uniforms
6. Coordinates with purchasing staff to order supplies and equipment as needed
7. Oversees preventive maintenance program for the laundry area and equipment
8. Directs all laundry staff
9. Reports all machinery in need of maintenance and repair to the Executive Housekeeper
10. Implements required safety procedures
11. Evaluates staff performance
12. Checks daily work sheets for linen needed
13. Assigns daily tasks to laundry personnel
14. Trains all laundry employees on all equipment and daily routines
15. Maintains reports on employee attendance/absenteeism for payroll and other purposes
16. Assures that all assigned areas and equipment are neat and clean

V. Reports to

Executive Housekeeper

VI. Supervises

Laundry Attendant