

Job Description

Job Title: Laundry Assistant	Department: Housekeeping	Reporting to: Laundry Supervisor or Deputy / Head Housekeeper
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Aim of the role

To assist and support the Laundry Supervisor to ensure that all Linen is cleaned and prepared ready for the rooms the same day.

Responsibilities

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- Assist in the cleaning of all laundry on a daily basis, towels, sheets, duvets them put them through the Iron Press when requires.
- Help the General Assistants carry the heavy laundry from the rooms.
- Any additional day to day duties as and when required.
- Ensure that the Laundry is kept clean at all times even behind machines, wipe top of washing machines and dryers.
- Hoover the pressed machines out and clean the air vents
- Hoover the laundry floor and mop also do the linen room.
- Tidy the linen room and put towels in correct places and clean under the shelf.
- Full the croquet up with linen put towels sheets duvet etc.

THIS PERFORMANCE ROLE GUIDE IS NOT EXHAUSTIVE, NOR IS IT MEANT TO BE. ADDITIONAL ITEMS MAY BE INTRODUCED WHERE NECESSARY.

As the current post holder of this Performance Role Guide, I confirm I have read and understood the duties of this role.

Name (please print) _____

Signed: _____

Date: _____