

## **Laundry Attendant (Part Time)**

### **Downtown Ottawa Hotel**

\$23.39/hour - Part time hours that may include weekends, evenings, holidays as required

#### **GENERAL SUMMARY:**

The Laundry Attendant will be responsible for cleaning, folding, and sorting linens and towels for guestrooms and hotel operations. This position will also involve maintaining the laundry room's cleanliness and ensuring the equipment operates efficiently. The Laundry Attendant plays a vital role in maintaining the high cleanliness standards expected at AC Hotels.

#### **CANDIDATE PROFILE:**

##### **Education and Experience**

- High school graduation or equivalent required.
- Previous hotel experience is an asset.
- Knowledge of laundry equipment and cleaning products.
- Strong attention to detail and commitment to high cleanliness standards.
- Ability to work independently and as a part of a team.

##### **Preferred:**

- Ability and willingness to work flexible hours including weekends, holidays, and evenings
- Familiarity with Marriott GXP
- Capability to communicate in both English and French
- Excellent interpersonal and communication skills, with a passion for guest satisfaction

##### **Physical Requirements:**

- Ability to lift heavy objects and work in varying conditions including extreme temperatures in the laundry room.
- Ability to stand or walk and exert well-paced mobility for up to 8 hours at a time.
- Lift up to 50 lbs regularly and push/pull carts and equipment up to 250 lbs regularly.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Requires manual dexterity to use and operate all necessary equipment

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

##### **Laundry Operations:**

- Sort, wash, dry, fold, and press linens and towels according to hotel standards.
- Ensure laundry is returned to the appropriate departments in a timely manner.
- Operate laundry equipment such as washers, dryers, and press machine safely and effectively.
- Monitor and replenish laundry supplies as needed (e.g., detergent, fabric softeners).

##### **Cleaning & Maintenance:**

- Maintain the cleanliness of the laundry area by performing regular cleaning and upkeep of machines, floors, and work areas.
- Ensure laundry equipment is in good working order and report any maintenance needs to the supervisor.

##### **Inventory Management:**

- Track and report the inventory of linens and other laundry supplies.
- Assist in maintaining accurate records of laundry usage.

##### **Guest Service:**

- Handle guest laundry requests and provide prompt, high-quality service.
- Assist with the delivery and pick-up of laundry to guest rooms as requested.

**Safety and Compliance:**

- Adhere to all safety and sanitation regulations.
- Follow hotel policies and procedures for laundry handling, ensuring the highest standards of cleanliness and hygiene.

**Team Collaboration:**

- Practice the AC Brand Elevation mantras in your daily delivery approach with guests and AC family members.
- Actively participate in the daily affirmations stand-up meeting and apply key takeaways to enhance guest experiences.

\* Our organization is an employer aware of professional fairness and committed to recruiting a diverse workforce and maintaining an inclusive culture. The use of the masculine is used for the purpose of lightening the text. We do not discriminate based on gender, ethnicity, religion, sexual orientation, age, disability, or any other basis protected by provincial or federal laws.

**Benefits:**

- Company events
- Dental care
- Paid time off
- RRSP match
- Store discount