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# Example of Linen Attendant Job Description

Our company is hiring for a linen attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for linen attendant

* Dusts and cleans all lampshades, ceiling, ceiling fans, exhaust fans, all the machines walls, in Laundry on daily basis
* Ensures that guest requests for additional linen are delivered promptly
* Return lost and found items to the Senior Laundry Attendant or Laundry Supervisor and complete required forms
* Reports equipment failure, damage to furnishings or missing items to the Senior Laundry Attendant or Laundry Supervisor
* Handles guest requests and immediately refers problems and complaints to the Senior Laundry Attendant or Laundry Supervisor
* Provides assistance to guests in all hotel emergency evacuation and medical procedures
* Maintains a high standard of hygiene and sanitation throughout all areas in the laundry
* Reports any health or safety hazards to the Senior Laundry Attendant or Laundry Supervisor
* Performs other duties when directed by Senior Laundry Attendant or Laundry Supervisor
* Behaves in a ecology friendly manner, helps to reduce the amount of energy and cleaning supplies

## Qualifications for linen attendant

* Watches for defects and is responsible for the immaculate appearance of laundered items
* Must be able to push, pull, and lift up to 45 pounds
* Prior experience in a similar position preferred
* Keeps log of completed work and disposition of unusable materials
* Keeps records of linen distribution by department
* Keeps daily log of soiled linen pounds sent to laundry and cleans linen pounds received from laundry