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# Example of Linen Attendant Job Description

Our company is looking for a linen attendant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for linen attendant

* Maintains standards as required in Disciplinary Action Section of Career Ladder Program
* Will be expected to perform the day to day operation of the soil/linen room as instructed by linen room manager
* You can also be scheduled to work in the Soil Room, Public Area and Housemen
* Responsible for removing all linen from laundry shoots
* Separates the terrycloth from the sheets
* Completes inventory of all items
* Tracks damaged inventory
* Transports laundry in carts to the loading dock
* Sorts, counts and transports all accessory items to be processed, blankets, mattress covers
* To ensure all guest requests are completed within 20 minutes

## Qualifications for linen attendant

* Ability to push upwards of 400 pounds
* High School Diploma, Certificate of Attendance, Certificate of Completion, GED, or experience required
* FL Driver’s license required
* To ensure optimum stock levels are maintained of the guests supplies and cleaning supplies
* To clean and follow WSH rules for stocking the linen room
* Ensure soiled linen is collected from all floors and sorted at the linen room