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# Example of Linen Attendant Job Description

Our growing company is looking to fill the role of linen attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for linen attendant

* To deliver requests to guest in an efficient and courteous manner
* To be responsible for the collection and disposal of all rubbish and to ensure that areas assigned are clean of obstruction to comply with the emergency fire and evacuation regulations
* To assist with linen inventories
* Assist in quarterly linen inventories
* Must maintain high standards of linen cleanliness and laundry room maintenance
* Ensure that all linen items are cleaned, presoak items when needed
* Keeps soiled and clean laundry items separated at all times
* Keeps spills in work area mopped up
* Gain comprehensive knowledge of all equipment and chemicals
* Sort/record discarded linen into categories and report damage or loss

## Qualifications for linen attendant

* No prior experience is required as training will be given
* Must be open to working AM and PM shifts
* Must have the ability to push, pull, and lift items above 50lbs
* Experience and knowledge of medical center linen and/or supply support procedures
* Knowledge of regulatory (TITLE 22) linen requirements and infection control methods and procedures
* Ability to work in a high paced, multi-functional work environment