

Laundry Attendant

Department: Environmental Services

Manager: Manager of Support Services

Reporting to the Manager of Support Services, the Laundry Attendant is responsible for providing a constant supply of clean linen and the collection, sorting, washing and delivery of Resident's laundry.

Key Responsibilities

- Assist in the collection and sorting of soiled personal clothing and linens and pre-treat stains as required;
- Load and unload washers and dryers, maintaining their effectiveness with maintenance and ensuring that proper settings and care are used and that chemical supplies are at an appropriate level.
- Meticulously inspect soiled linens or personal laundry for proper cleaning instructions to guarantee no damage occurs to clothing. Complete any basic required repairs, e.g. buttons. Label items requiring more complex repairs and place in designated area.
- Fold, sort and stack linens and residents' clothing and ironing as required in a professional and respectful manner.
- Deliver linens and clothing to appropriate areas.
- Adhere to established policies and procedures, including safety rules, safe working practices and keeping the laundry room clean and disinfected.
- Work with teammates to optimize service to residents.
- To uphold and promote the organization's values and philosophy relating particularly to ethics, morality, and integrity as set out in MRC's Code of Conduct.
- To complete all other tasks as assigned.

Requirements

- High school level diploma
- Bilingual in French and English
- Knowledge/experience in commercial laundry procedures
- Ability to meet physical requirements of the job
- Ability to follow instructions with attention to detail and desire to work efficiently
- Must be familiar with standard sewing and mending techniques
- Demonstrated knowledge of proper linen care and stain removal

For additional detail, please see **Tasks & Responsibilities**.