



JOB DESCRIPTION – LAUNDRY ATTENDANT

About Pinestone Resort:

We strive to provide our employees with work / life balance, ensuring they have ample time to relax away from work and take advantage of the unique destination where we live. We encourage internal promotion, providing our employees with the opportunity to grow and develop, both as an individual, and in their career. Our employees are the type of people who go that extra mile for not only our guests, but our co-workers and neighbours as well. We employ team-oriented people, who don't hesitate to take on an extra task. Our employees make the Resort their own, and offer customer service at the highest level possible, as though we were welcoming a beloved relative into our own home.

Job Description:

A memorable experience for our Guests is the essence of being a member of the Pinestone Resort team. As a Laundry Attendant, your attention to detail will show your co-workers and our guests that you are committed to providing outstanding Guest experiences. The energy and enthusiasm you display will create a fun and enjoyable place to work, while keeping in accordance with Health & Safety and Resort standards. Our Laundry Attendant is responsible for ensuring a positive Guest experience through physical and aesthetic guest comfort.

In addition to general housekeeping tasks, the Laundry Attendant duties will include, but are not limited to:

- Arrive to work on time and in proper uniform
- Organize and maintain laundry operations on a daily basis to meet demand in a timely manner
- Sorts and separates linen needing special attention
- Wash, dry and fold all linen using best standard practices
- Regularly processes stained linen & returns to inventory
- Responsible for maintaining a time schedule for the laundry required
- Ensure all equipment is maintained in good working order in order to maximize efficiency
- Report any maintenance issues to Housekeeping Manager and completes Maintenance Requests as needed
- Maintain a clean and safe laundry area at all times
- Conduct daily cleaning of all laundry machines
- Provide a weekly & monthly chemical inventory to Housekeeping Manager
- Assist in monthly inventory count including discarded items

Knowledge and Experience

- Demonstrate time management skills
- Excellent visual acuity and manual dexterity
- Physical stamina and mobility including ability to reach, kneel and bend
- Ability to lift, push and pull required load (30 lbs.)
- High school diploma or equivalent preferred
- Knowledge of cleaning and sanitation products, techniques and methods
- Knowledge of cleaning sensitive materials
- Working knowledge of operating laundry equipment

Key Competencies

- attention to detail
- customer focus
- reliability
- planning and organizing
- listening skills
- adaptability
- ability to work in a team environment
- ability to work independently
- integrity
- honesty
- high energy levels

*Limited staff accommodation available

Applicants must forward their resume to housekeeping@pinestone-resort.com. Due to the expected number of applicants, only those selected for an interview will be contacted.