



WIN-RIVER RESORT & CASINO JOB DESCRIPTION

JOB TITLE:	Laundry Attendant
DEPARTMENT:	Hotel
REPORTS TO:	Hotel Manager
SALARY:	Grade 2, Entry \$12.00/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member processes and cleans all laundry items for the Resort & Casino

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Processes the cleaning of Resort & Casino linens including, but not limited to, towels, sheets, blankets, drapes, and table skirts
2. Sorts linens, separates damaged items, pre-soaks according to procedures, washes, folds, and stores clean items
3. Collects dirty linen and beddings used by guests and prepares for washing
4. Separates colors as needed
5. Operates a variety of washing and drying machines in accordance with established standards
6. Irons and folds dried clothes and returns them to the designated rooms or areas
7. Maintains the cleanliness of the laundry area
8. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
9. Performs all duties in a manner that adheres to the guest service standards established by the Resort & Casino's guest service program
10. Other duties as assigned by the Housekeeping Supervisor

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

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- A High School diploma, or the equivalent thereof, is preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- A strong combination of written and verbal communication skills to write, read, and comprehend written correspondence is required
- The ability to effectively communicate with guests and team members in a positive manner is required
- Working knowledge of Microsoft Office applications and online point of sales systems is preferred
- A minimum of one (1) year of related experience and/or training is preferred

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously stands and walks
- Frequently bends/stoops, reaches above and below shoulder level
- Occasionally climbs, kneels, and squats
- Frequently lifts/carries up to twenty five (25) pounds
- Occasionally lifts/carries up to fifty (50) pounds
- Frequently pushes/pulls up to twenty five (25) pounds
- Occasionally pushes/pulls up to fifty (50) pounds
- The ability to use industrial cleaning equipment including, but not limited to, vacuums, carpet cleaners, washers, and dryers is required
- The ability to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone, is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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- While performing the duties of this job, the team member is frequently exposed to toxic or caustic chemicals

OTHER INFORMATION

- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace; applicants must be able to pass a pre-employment drug screening
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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