

Job Description: Laundry Attendant  
Department: Guest Services  
Reports to: Housekeeping Manager  
FLSA Status: Non-Exempt



**Position Summary:** The Laundry Attendant performs a variety of laundry and general housekeeping functions and is responsible for assisting the housekeepers and Laundry Lead with upkeep of linens and supplies. The Laundry Attendant ensures the cleanliness of all linen and garments is maintained for the Fort. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to fellow employees while maintaining a professional and friendly demeanor. The role maintains a thorough knowledge of The Fort and all of its grounds, products and services as well as awareness of other roles and responsibilities throughout the organization.

### **Principal Duties and Responsibilities**

- Sorts items and launders appropriately
- Examines laundered items to ensure cleanliness and serviceability
- Stores laundered linen and uniforms on shelves
- Wash linen and uniforms per standard
- Keep laundry room cleaned and organized
- Use chemicals, supplies and equipment in accord with written and verbal instructions
- Be accountable for assigned equipment and submit requests for equipment repairs to the supervisor immediately
- Maintain inventory of consumables such as soaps and cleaning supplies and submit supply orders to the manager in a timely manner to avoid running out of stock
- Report for duty punctually wearing the correct uniform and name tag at all times
- Step in for housekeeping duties as needed
- Attend staff meetings as needed
- Other duties as assigned by supervisor or other management

### **Minimum Qualifications**

1. High School Diploma or GED equivalent preferred
2. 0-1 year of housekeeping experience

### **Knowledge, Skills, and Abilities**

1. Performs work well with accuracy, speed and attention to detail
2. Ability to walk or stand for prolonged periods. Requires bending, stooping, reaching up and lifting up to 50 pounds.
3. Ability to operate all necessary equipment
4. Willing and able to work evenings, weekends and holidays
5. Ability to work with minimal supervision
6. Can work on own as well as part of a team
7. Ability to maintain confidentiality of guest information
8. Strong service/quality attitude.
9. Sense of urgency and ability to meet deadlines
10. Ability to prioritize and organize
11. Adept at understanding guest's service needs

12. Clear thinker who can remain calm and resolve problems using good judgment
13. Available for flexible scheduling to meet the needs of the department

**Key competencies**

Key competencies include organizing, attention to detail, integrity, honesty, confidentiality, listening and communication, customer focus, information collection and monitoring, problem analysis and resolution, reliability, adaptability, efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.***