



Ho-Chunk Nation

Job Description



TITLE: LAUNDRY ATTENDANT		JOB CODE: LAUD	
BUSINESS		EEO: 5	PAY GRADE: 5
NON-EXEMPT	FLEX	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for all incoming laundry needing to be washed, dried, folded, and then put in the appropriate places until needing to be used according to procedures, which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Weighs laundry, soaks heavily soiled items, washes and irons linens and towels.
2. Send items for dry cleaning to vendors and keeps track of these items.
3. Inputs correct chemical monthly linen inventories, stock carts and storage areas with linen and terry, receives linen and towel shipments.
4. Collects, cleans, calculates, and delivers guest laundry upon request.
5. Cleans and dries other department’s linen.
6. Helps out in other Facilities functions when needed.
7. Maintains a neat and orderly work area.
8. Promotes positive employee and public relations, effectively represents Uniforms through Inter-departmental relations, and maintains a courteous attitude toward fellow employees and patrons.
9. Must be neat in appearance and follow departmental dress code.
10. Responsible for attending Seminars and mandatory meetings as directed.
11. Accept work assignments from immediate supervisor.
12. Ensures that linen and towels are cleaned and ironed to standard.
13. Must operate laundry equipment properly and according to code.
14. Must follow all safety rules and regulations, and state odes regarding the handling of laundry.
15. Must be able to take orders, and follow the chain of command.
16. Follows both the departmental and Ho-Chunk Nations, Personnel Policy & Procedures manuals.
17. Performs other duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to general input and regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. High school graduate or equivalent.

ESSENTIAL:

1. Must be bondable and licensable according to Tribal Policy.

EXPERIENCE:

1. Housekeeping/laundry experience a plus.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Able to perform duties safely and efficiently.
2. Ability to communicate clearly and effectively verbally and in writing.
3. Demonstrates initiative, self-motivation and the ability to work in a team setting.
4. Must understand and follow organizational chain of command.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Able to work varied hours and shifts, including evenings and weekends if needed.
2. Must have good dexterity, manual skills, and good eyesight, cannot be colorblind.
3. Must not be allergic to cleaning chemicals or be sensitive to heat.
4. Must be able to lift, push and carry heavy loads.
5. Stand/walk 75%, pushing/pulling 75%, sit 5%, bend 25%, twist 25%, stoop 25%, climb 5%, lift/reach 25%.
6. Must be able to lift and carry up to 25 lbs. on a regular basis.