



# Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

[www.klamoyacasino.com](http://www.klamoyacasino.com)

## LAUNDRY ATTENDANT

**REPORTING TO:** Front Desk Supervisor

**CLASSIFICATION:** Non-Management, Hourly, Regular, Full-Time

**SECURITY CLEARANCE:** NONE

**BENEFITS:** Eligible Full-Time employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts

### INTRODUCTION

Reporting to the Front Desk Supervisor, the Laundry Attendant is responsible for performing all Laundry functions and assist in maintaining cleanliness of the facility, which includes all rooms, main lobby and public area.

### MAJOR DUTIES AND RESPONSIBILITIES

- Sorts linens for washer.
- De-stains badly soiled linen.
- Operates washers and dryers properly.
- Folds all linens to hotel standards.
- Assures daily linen shift tasks are completed and reports any shortages to next shift.
- Takes care of banquet and kitchen laundry.
- Washes bedspreads, bed pads, and blankets per instructions.
- Keeps laundry area neat and clean.
- Checks daily for all banquet and restaurant linen needs.
- Handles all laundry chemical products properly and tracks inventory levels.
- Reports inventory laundry product needs to hotel management when products are low.
- Assist with janitorial duties, including sanitizing, mopping, vacuuming, and dusting.
- Assist with collecting and properly disposing of all trash.
- Properly use chemical cleaners and supplies as directed and in a safe manner.
- Maintain a professional and courteous attitude at all times.
- Assist with stocking supplies and keeping restrooms clean and attractive.
- Assist housekeeping staff with all housekeeping duties as needed.
- Perform other related duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safe and proper chemical mixtures, storage, and use, in accordance with requirements.
- Ability to read, comprehend, and follow directions on equipment, cleaning chemicals, and instruction.
- Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by organizing and prioritizing workload.
- Ability to lift up to 40 lbs., stand for long periods of time, bend, push, pull, and walk long distances.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.



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## LAUNDRY ATTENDANT

### **SUPERVISORY CONTROLS**

The Laundry Attendant works under the direct supervision of the Front Desk Supervisor, who provides general direction. Work is assigned in the terms of urgency and objectives. The Laundry Attendant must be able to work independently and follow instructions.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Must be at least eighteen (18) years of age, **REQUIRED.**
- Six (6) months previous experience in housekeeping, **preferred.**
- Must submit to and clear an Alcohol/Drug Screen, **REQUIRED.**
- Indian Preference will apply.

### **COVID-19 CONSIDERATIONS**

All Team Members are required under The Klamath Tribes' Mandatory COVID-19 Vaccination Policy to be fully vaccinated for COVID-19, unless they have an approved medical or religious exemption. In addition, All Team Members are required to self-report on the Kokomo system, temperature check and face coverings are required for everyone. Sanitation and cleanliness protocols are strictly enforced. These guidelines may change as needed and advised.

### **ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with KLA-MO-YA Casino Corporation.

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Employee Signature

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Date