

PARAGON CASINO RESORT

Job Description

LAUNDRY ROOM ATTENDANT

Department:	Hotel	Reports to:	Lead Laundry Rm. Attendant
Job Code:	ATT02	License:	Non-Gaming
Position Code:	ATT003	Costing:	200 2000 2013
Pay Grade:	N2	Date:	03/07/12
EEO-1 Code:	7		

SUMMARY:

Responsible for the successful operation of machines in the Laundry Room and completion of all Laundry functions in the Hotel, ensuring maximum productivity and superior guest service and satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Operates washers and dryers in accordance with recommended capacity and other manufacturer's guidelines.
- Pre-sorts linens to locate savage, stained or torn item.
- Folds clean linens, towels and sheets and stores in appropriate areas.
- Maintains adequate inventory of supplies, re-stocking as needed.
- Notifies Lead of incidents or conflicts that affect normal business operation or guest services.
- Ensures compliance with energy conservation and job safety regulations.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain "Why" behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) preferred.

Qualifications: Must possess the physical and mental stamina to perform responsibilities.

Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read and comprehend simple instructions and correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply commonsense reasoning to a variety of situations.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate is regularly required to lift and/or move up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate is regularly exposed to chemicals used in the Laundry Room.

The noise level in the work environment is usually loud.