



## Laundry Attendant

### **The Position**

We have a permanent full-time position available for a Laundry Attendant to join our friendly and hardworking team at The Parnell Hotel & Conference Centre in Parnell, Auckland. This role requires you to use your initiative and take pride in your work. Our focus is on providing the best service with the highest standards to our valued guests. We need applicants who can work any day of the week and/or weekend and be available to work public holidays as required.

### **Laundry Attendant Responsibilities:**

- Be responsible for ensuring all laundered items are ready for the housekeeping team daily with the laundry quality always being of a very high standard
- Ensure that all linen washing, drying, and folding schedules are prioritised and completed in a timely manner, both for guest rooms and conference linen
- Ensure the correct use of equipment in a safe and efficient manner on every occasion
- Pressing linen
- Quality checking of all items as required
- Ability to work unsupervised as well as part of a team
- Adhere to policies relating to fire, hygiene and occupational health and safety
- Utilise all safety equipment provided in day-to-day work
- Ensure familiarity with all chemicals used in the department, maintaining correct storage and usage of same
- Ensure the equipment is always kept clean and free of dust and lint
- Follow hotel procedures regarding lost property and guest security

**Requirements:**

- Honest, dependable, and positive
- Flexible and proactive
- Physically fit and able to stand for long periods
- Great interpersonal skills and able to work as part of a team
- Experience would be an advantage
- You must be a citizen or permanent resident in New Zealand; or the holder of an open work visa, valid for a minimum period of 12 months and currently residing in New Zealand

If you would like to be considered for this position, please email your CV with a cover letter to:

Nadine Mouffok

Housekeeping Manager

E: [housekeeping@theparnell.co.nz](mailto:housekeeping@theparnell.co.nz)