

*Your company, your values, your career!*

**LAUNDRY ATTENDANT  
TEKARRA LODGE, JASPER, ALBERTA**

Our culture is rooted in our values and leadership accountability; and as part of that culture we believe in the growth and development of our Ambassadors. Join us and be a part of an exciting place to work. The Laundry Attendant ensures adequate supplies of clean linens and related items are available for distribution at the hotel.

**Duties and Responsibilities:**

- Washes and dries Hotel linens according to Tekarra's efficiency and cleanliness standards ensuring machines operate at maximum efficiency
- Keeps all machines in operation, reporting any deficiencies
- Observes all safety procedures when operating machinery
- Restock any missing amenities in laundry room for the Housekeepers
- Folds hotel linens according to Coast Hotels standards
- Maintains clean work area, performing regular cleaning of machine and floors
- Separates any soiled, torn or badly worn linen for possible discard
- Reports par level shortages to Housekeeping Manager
- Assists with linen inventories with Housekeeping Manager & Housekeeping Supervisor
- Is committed to working safely, including adherence to workplace safety regulations, hygiene and cleanliness
- Turns in all lost & found items to the Housekeeping Office immediately upon leaving an assigned floor
- Sorts recyclable items according to Coast Hotels re-cycling program guidelines
- Trained and assist in Room Attendant duties as required
- Carries out other duties when assigned by Housekeeping Manager

**Qualifications & Skill Requirements:**

- Successful completion of high school education preferred, but combination of experience and education will be considered
- Degree/Diploma in Hospitality, or Hospitality industry courses in Hotel Management a definite asset
- Demonstrated ability to work in a fast paced, multi-tasking team environment required
- Self motivated team player with demonstrated interpersonal skills required
- Demonstrated superior customer service philosophy required
- Personal alignment with Coast's 5 core values and corporate culture required
- Good verbal and written English communication skills preferred
- Workplace Hazardous Materials Information System (WHMIS) training an asset

**Additional information:**

- Position begins early May 2018 and run until early October 2018
- Staff Accommodations available
- All positions will receive required training to fulfill duties & responsibilities

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please submit your resume with cover letter to:  
People & Culture Department  
Tekarra Lodge  
Email: [hr.tekarralodge@coasthotels.com](mailto:hr.tekarralodge@coasthotels.com)

*Coast Hotels is an Equal Opportunity Employer  
Coast Hotels would like to thank all interested applicants.  
Only those selected for an interview will be contacted.  
Join us and be part of an exciting place to work!*