



<b>Job Title</b>	Laundry Assistant
<b>Department</b>	Housekeeping
<b>Department Size</b>	3 in the team. Approx 40 in Housekeeping team
<b>Reports to</b>	Head Housekeeper/Housekeeping Manager
<b>Direct Reports</b>	NA
<b>Working hours and pattern</b>	5 days over 7 (incl) weekends and 3 x shift patterns  7.30am – 4pm 8.30am – 5pm 9.30am – 6pm  You will cover all shifts over a 6 week period
<b>Location of role</b>	HK Laundry
<b>Will this role qualify for tronc or bonus?</b>	Tronc

<b>Purpose of this role</b>
To support the Housekeeping team by managing deliveries and collections across the estate and ensuring all laundry processes are carried out efficiently. This is a physical, hands-on role requiring stamina and attention to detail.
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Collect and deliver linen, uniforms, towels and other items across the estate</li> <li>• Operate laundry machines to wash, dry, and prepare items for use</li> <li>• Maintain cleanliness and tidiness of the laundry area and delivery vehicle</li> <li>• Report equipment faults or shortages to the Housekeeping Manager</li> <li>• Carry out additional tasks as directed by the Housekeeping management team</li> </ul>
<b>Characteristics needed for this role</b>
<ul style="list-style-type: none"> <li>• Friendly personality</li> </ul>
<b>Skills and experience needed for this role</b>
<ul style="list-style-type: none"> <li>• Ability to follow instruction</li> <li>• Good communication skills</li> <li>• Physically fit and able to carry out manual tasks throughout the day</li> </ul>
<b>Skills and experience desired for this role</b>
<ul style="list-style-type: none"> <li>• Attention to detail</li> </ul>
<b>Qualifications needed for this role</b>
<ul style="list-style-type: none"> <li>• Full driving license required</li> </ul>



<b>Qualifications desired for this role</b>
NA
<b>Department Description</b>
The Housekeeping department is one of the largest on the estate, made up of seven teams and a total of 41 staff. We care for every area of the estate and take pride in delivering consistently high standards, ensuring every team member gives 100% to our guests and visitors.