

Job Details

**Job Description:** Cooper Companies is seeking an outgoing, professional individual with a positive attitude for this Laundry Attendant position for our Doubletree Hotel. We offer outstanding opportunities for growth and advancement. Working as a team, everyone plays an important role and has a direct impact on our guests' experience by giving them more than is expected, and delivering a unique experience.

We, at Cooper Companies, believe in continuous improvement and will not rest on past accomplishments, but continue to strive for innovation and improvement in revenue, services, and increased profitability. We are committed to high standards.

Teamwork utilizes the company's resources for maximum achievement so there is a depth of expert management in our hotel operations.

**Job Responsibilities Include:** The primary purpose of the position is to maintain excellent House-keeping standards, to ensure guest satisfaction and a future return. The Laundry Attendant is expected to provide prompt, courteous, friendly and professional service to all Doubletree by Hilton Memphis guests at all times. They are responsible for maintaining superior quality service for guests. Performing their jobs on a daily basis, they are required to be detailed in every aspect of their work while maintaining an efficient pace. The Laundry Attendant will adhere to all rules and guidelines as set to all department employees.

**Opening Duties:**

1. Sign in on timesheet, clock in
2. Attend a pre-shift briefing (if required)
3. Receive assignment sheets;

**Shift Duties:**

1. Alert management and Maintenance personnel of problems and issues concerning the upkeep of the hotel;
2. Assist House Attendants and Room Attendants when necessary;
3. Clean and maintain all laundry room equipment and linens;
4. Ensure efficient and proper operation of laundry equipment;
5. Greet each guest politely;
6. Handle and store all cleaning agents according to set regulations;
7. Identify and report any linens found not belonging to Doubletree by Hilton Memphis.
8. Keep laundry area organized and clean;
9. Supply an adequate amount of linens for Room Attendants to properly complete all duties;
10. Train and assist new employees with techniques and procedures;
11. Work with fellow employees and management to achieve the standards set by Hilton



**Closing Duties:**

- 1. Confirm all assignments are completed;
- 2. Shut down all equipment;
- 3. Prepare work area for next shift;
- 4. Sign out on timesheet, clock out and check schedule.

**Qualifications:**

- 1. Can acquire Criminal Background Check and any necessary certificates;
- 2. Clean, with good hygiene habits;
- 3. Detail-oriented;
- 4. Effectively communicates;
- 5. Experience in a similar work environment;
- 6. Multi-tasks efficiently;
- 7. Organized, accurate and reliable;
- 8. Prioritizes and works efficiently with limited supervision;
- 9. Professional attitude and expectations;
- 10. Positive and upbeat attitude and demeanour;
- 11. Recognizes and resolves problems quickly and efficiently;
- 12. Takes direction and learns quickly;
- 13. Works in a team environment;
- 14. Works with the public in a calm, courteous, friendly and professional manner.

**Supplies & Equipment:**

- 1. Clean and pressed uniform with nametag

**Workplace Abilities:**

- 1. Bend and stretch frequently;
- 2. Lift, balance and carry supplies of up to 20 lbs during your shift;
- 3. Stand, walk and remain on feet and perform job duties for up to 8 hours
- 4. Work quickly and quietly.

**All job descriptions are subject to a periodic review. Other duties will be assigned occasionally by management. Changes will be discussed prior to or at the time of amendment.**

**Salary or Hourly Position?** Hourly

**Work Permit Needed?** Applicants who do not already have legal permission to work in the United States will not be considered.

**Job Available:** Immediately

**Compensation**

**Salary Range:** Negotiable

**Bonus Plan:** No

**Other:** Low Medical Insurance Costs, Mileage Reimbursement, 401k w/ match, Dental Insurance Options, Vacation, Travel Discounts

**Contact**



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