

## JOB VACANCY ANNOUNCEMENT

Opening Date:	August 5, 2020	Closing Date:	Until Filled
Position:	<b><u>Laundry Attendant (Temporary)</u></b>	Reports to:	Housekeeping Supervisor
Salary/Wage:	Grade 3; \$21.09 – 23.29/HR DOE	Department:	Housekeeping
Hours:	Varies based on schedule	Location:	ASNA/SSMH

### **Brief Summary:**

We are searching for an attentive Laundry attendant to support the functions of our establishment. The laundry attendant's responsibilities include cleaning, pressing, and folding clothes and other textile articles. You should also be able to keep a record of which items belong to whom. To be successful as a laundry attendant, you should demonstrate excellent organizational and interpersonal skills. Top-notch candidates will consult with customers to discuss supplementary laundering-related services that may be of use to them.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education:**

- High School diploma or equivalent is advantageous.
- Prior experience in a similar role is preferable.
- Familiarity with cleaning detergents and laundering equipment.

### **Essential Job Functions**

- Sorting, washing, drying, pressing, and folding clothing and other textile items.
- Removing stains from items using the appropriate procedures.
- Performing minor sewing duties.
- Tracking which belong to whom.
- Keeping an updated inventory of laundry detergent and sewing kits.
- Tracking maintenance and repairs on laundering equipment.
- Insuring the facility remains clean at all times.
- Anticipating and responding to customer's queries, concerns, and complaints.
- Other duties as assigned.

### **Desired Knowledge, Skills and Abilities:**

- Familiarity with cleaning detergents and laundering equipment.
- Ability to stand for long periods.
- Capacity to lift up to 20 pounds unaided.
- Basic arithmetic skills
- Outstanding organizational skills and time management skills.
- Excellent analytical and problem solving skills.
- Personable dispositions with a knack for customer service.
- Available to work shifts and on weekends.

Contact: Human Resources Department, Arctic Slope Native Association

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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

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