



Linen Attendant

Amara Singapore

Date Posted: 4 April 2017

Apply By: 4 May 2017

Department: Housekeeping

Employment Type: Full-Time

Job Summary:

Receive clean linen and uniforms from laundry and issue them accordingly. Prepare linen report, log down all phone calls and relay messages to individuals concerned within the Housekeeping Department.

Responsibilities:

1. Open linen room and uniform counter at 7am when attending to the morning shift and closing the counter in the evening.
2. Assist to answer and record all telephone messages. All telephone calls to be promptly and courteously answered and message to be conveyed for immediate action.
3. Notify Room Supervisors of all rooms that are required.
4. Assist in the issuing of linen and uniform and enforce the policy of a clean garment for a soiled one. Store clean linen and uniforms in proper order.
5. Keep everything in linen room according to its designated areas. The linen room must be kept clean and neat at all times.
6. Sort and check torn linen for repair.
7. Assist in small repairs on linen, uniform or sewing of simple articles.
8. Assist in the quarterly and yearly linen inventories.
9. To ensure the correct count for F&B linen and room linen sent to the external laundry vendor.
10. To ensure external laundry vendor delivers all items correctly counted and properly laundered with no losses.
11. Check uniforms and linen to ensure the product is of the highest possible standards required by the hotel.
12. Keep all uniform request forms in a proper file according to the Department Heading.
13. In the event of a lost uniform, employee must get a new issue form from Personnel Department.
14. If any employee abuses his/her uniform, to report to the Linen Supervisor.
15. If an employee is terminated, be sure the uniform is returned before handling the form to the Executive Housekeeper for verification.

16. Before sending to laundry, check for missing buttons, torn areas etc. If necessary, take care of this before sending to laundry.
17. To assist in the collection of guest parcels, checking of laundry, raising laundry voucher, collating the laundry summary and finalizing the laundry posting.
18. To assist areas (uniform/linen) whenever required.
19. To perform any other duties that may be called upon as designated by Management.

Others

1. To perform any other duties that may be called upon as designated by Management.

JOB REQUIREMENTS:

1. Support and uphold the company mission and core values.
2. Demonstrate and be perceived as a role model.
3. Maintain highest standard of professionalism, ethics, grooming and attitude towards staff and guests.
4. Perform tasks independently or with minimum supervision.
5. Demonstrate a good working relationship with other departments with a high level of communication and co-operation in the interests of service and overall improvement in the working conditions at the hotel.
6. Strong communication and interpersonal skills.
7. Pleasant personality.
8. Ability to solve problem.
9. Push and pull up to 200 lbs.
10. Lift up to 50 lbs.
11. Climb up a step ladder up to 4 feet.
12. Able to stand, walk, bend and climb up to 7 hours.
13. Able to follow verbal and written instructions.
14. Count to count
15. Able to multi-task several projects at a time.
16. Able to work independently with minimum supervision.

QUALIFICATIONS & EXPERIENCE:

1. Minimum N level.
2. Minimum 1 year of working experience in a similar position.
3. Prior experience in Hotels will be an added advantage.
4. Possess basic sewing skills or has seamstress experience.

SPECIAL REQUIREMENTS:

1. Able to work shifts, weekends & Public Holidays

Interested applicants may email their resume to career.sg@amarahotels.com