SOPs

Laundry

Laundry Attendants use various techniques to clean clothing and other fabrics to support the operations of the facilities in which they work. Laundry Attendants usually work in self or full-service that are available to the public, or in hotels.

Laundry Attendant Should Possess

- Familiarity with cleaning detergents and laundering equipment
- Ability to stand for long periods
- Capacity to lift heavy items
- Good interactive skills

Laundry Job Titles

- Laundry Valet
- Laundry attendant
- Laundry supervisor
- Laundry Manager



Responsibilities of a Laundry Attendant

- Be careful to look at fiber content and washing instructions to separate in different loads
- bo not overload the washing machines as it will not clean effectively
- 🔖 Sort linen according to size, type, and fabric of items make sure it is smooth and wrinkle-free
- 🛑 Carefully load and send it back to the owners in clean bags, trolleys, and baskets
- Wash dark clothes at lower temperature to avoid fading
- Leave to a minimal consume water appropriately and efficiently with limiting the wastage to a minimal
- Consume electricity appropriately and efficiently
- keep a track of which item belongs to whom; you can use a register system or an excel for the same









