



LAUNDRY AND LINEN SHIFT LEAD JOB DESCRIPTION

Premier Linen Company is a linen rental company, specializing in tablecloths and napkins that are washed and pressed and returned to customer. This job ensures that all product returning to our facility is cleaned properly and returned to storage in a timely fashion. This position serves as an assistant to the Laundry manager in his/her absence.

KEY RESULTS: This job ensures that all product returning to our facility is cleaned properly and returned to storage in a timely fashion. This position serves as an assistant to the Laundry manager in his/her absence.

KEY OBJECTIVES:

1. Launder & press according to fabric requirements.
2. Ensure items are returned to proper shelves after cleaning.
3. Lead team when Laundry Manager is not onsite
4. Open/Close when requested.
5. Count returning items when requested.

TASKS OF THIS POSITION:

1. Know how to operate washers, dryers, press table linens.
2. Know how to care for various fabrics; spot-treat and re-wash linens as needed.
3. Put product on shelves according to fabric and size.
4. Track damaged linens that need repair.
5. Prioritize laundry schedule according to the week's orders.
6. Open/Close when needed, ensuring machinery and facility is properly started or closed.
7. Clean areas at end of shift, empty trash, restock items needed.
8. Customer Service for pickups and returns (as needed.)

SKILLS NEEDED:

1. Able to multi-task and monitor various simultaneous tasks.
2. Able to follow verbal and written directions.
3. Able to do repetitive tasks and be on your feet entire shift.
4. Serve as team lead, train, and ensure expected tasks are completed during shift.
5. Able to work independently and fulfill tasks without supervision.
6. Able to problem-solve when necessary and escalate questions and concerns to Manager.

What kind of person will thrive in this role?

This job is ideal for someone who likes working with their hands and doing repeated tasks, but also enjoys variety and thinking through how the team will complete various items in the specific timeframe. They are able to work on their feet. This person should both enjoy repetitive work and also have supervisory ability.

Hourly Rate: \$15-\$17