



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Laundry Manager

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

Train, schedule, supervise, and assist seasonal employees and coordinate linen handling such as daily sorting and inventory, distribute clean linen and organize inventory.

Essential Job Functions:

- Determine specific daily work assignments for the laundry crew according to motel occupancy.
- Monitor the progress of the laundry personnel each day to ensure that they are working to standards in the allotted amount of time.
- Coordinate linen handling such as daily sorting and inventory, clean linen distribution, solid linen collection, and storage room organization.
- Determine specific daily work assignments for the laundry supervisors and the laundry crew according to motel occupancy.
- Deliver laundry to the motel properties and TRMF employee housing locations.
- Learn the rules for exchanging linens. (Dirty linens in exchange for clean linens.)
- Learn where all motel utilities are located and how they should be stocked.
- Become familiar with food operations in Medora- this department is responsible for laundering their rags, aprons, napkins, table cloths, etc.
- Help to maintain a safe, productive, and comfortable work environment for staff members.
- Report any safety hazards and review accidents and prevent accidents by completing regular safety meetings in accordance to TRMF policies.
- Enforce the correct use of chemicals and equipment as trained. Also, must be able to properly train other employees.
- Must have a positive attitude
- Evaluate seasonal staff in accordance to the TRMF policy.

Other Responsibilities:

- As assigned by the Housekeeping Director.

ADA Requirements

- Continuously

- Walk
- Stand
- Lift up to 10 pounds
- Repetitive use of hands/arms
- Talk
- Hear
- Lifting up to 50 pounds.
- Carrying up to 50 pounds.
- Kneeling
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
 - Push
 - Pull
 - Lifting more than 100 pounds
 - Carrying more than 100 pounds
- Occasionally
 - Bend over
 - Talk or hear
 - Crouching
- Environmental Conditions
 - Frequently working in humid conditions.
 - Continuously working in hot outside conditions.
 - Continuously working with others.

Qualifications and Education Requirements:

- Previous housekeeping or laundry experience required.
- Previous management experience preferred, but not required.

Supervision:

- This position reports to the Housekeeping Director.
- This position manages the laundry crew.