



Making every day a better day

Linen Distribution Position Job Description

(Job duties may vary depending on location)

Qualifications:

- Requires the ability to successfully follow directions, work independently, and without Supervision.
- Must be able to push linen carts weighting up to 700 pounds.
- Must be able to read, write and speak English.
- Must have reliable transportation.
- Must be able to work weekends, holidays and overtime (as required).

Essential Primary Functions:

- Provides the highest quality of customer service at all times.
- Accurately inventories and distributes clean linen on all designated Units/Departments linen carts on schedule according to procedures.
- Records on daily inventory sheets the daily usage for each Units/Departments.
- Inspects clean linen for possible stains, rips, tears, or other unacceptable qualities before delivery.
- Empties and consolidates linen delivery carts at designated times throughout the day or as needed in order to provide empty carts for soil linen pick up.
- Collects soil linen in all designated Units/Departments on schedule according to procedures.
- Gathers Reject Linen at least once a week from all Units/Departments to be returned to the plant.
- Informs the Supervisor or Manager when inventory levels are inadequately high or low, when assignments are incomplete, or of any irregularities in service.
- Complies with all Safety rules and regulations.
- Wears assigned uniform daily.
- Must follow all company and regulatory policies.
- Must follow all verbal and written instructions given by Supervisor and/or Manager.
- Maintain clean and orderly linen room at all times. This includes but not limited to:
 - Straightening linen on shelves
 - Consolidating and/or emptying linen delivery carts
 - Disposing of accumulated trash on a daily basis
 - Sweep linen room floor
 - No food or drink allowed in the linen room
 - No distasteful, derogatory, or racial paraphernalia to be posted or placed in the linen room.

I have read and understand the above.

Employee Name (Print)

Employee Signature

Date