



Position Title: Laundry Attendant (Full Time)  
Department: Laundry  
Immediate Supervisor: Manager of Laundry and Housekeeping

### **Nature and Scope**

The Attendant will be responsible for performing routine and special duties involved in providing laundry services for students, staff and the busy operational needs of the school. They will be required to properly sort, wash, dry and fold and to ensure that all linens, garments and articles meet the Brentwood high standard. Laundry staff must adhere to all WorkSafeBC regulations and ensure the laundry areas and equipment are clean and well-maintained.

### **Major Responsibilities**

- Load and unload commercial washing machines and dryers to clean and dry towels, garments, sheets, blankets and other articles;
- Fold personal laundry and bedding, and distribute into the personal laundry slots for over 500 students;
- Vacuum and wash the floors in the laundry room;
- Assist with ironing student uniforms, ironing skirting for tables and help to set the tables up for functions;
- Maintain the overall tidiness and cleanliness of the laundry area.

### **Education/Experience**

- Formal laundry training in a large commercial or institutional environment is a definite asset;
- Previous WHMIS and First Aid training is an asset;

### **Knowledge/Skills**

- Solid organizational, communication, and time management skills;
- Effective interpersonal and professional skills;
- Maintain good working relationships with all students and staff;
- Punctual attendance;
- Ability to work independently and as part of a team. Undertake all aspects of the role without daily/on-going or specific direction;
- Must be able to multi task and schedule and/or prioritize work;
- Ability to comprehend and communicate detailed instructions orally and in writing;
- High personal standards for producing quality work results, with a strong work ethic and affinity for cleanliness and sanitation;
- Maintain clean, tidy appearance with good personal hygiene;
- Good physical conditioning and fitness stamina is needed to perform all requirements of the position on a daily basis;
- Must be able to engage in respectful, inclusive and appropriate conversations with students and staff;
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times

### **Relationships**

Internal: All students and staff.  
External: Suppliers, vendors, trades.



### **Working Conditions**

- Work normally requires a moderate to high level of physical effort. This includes lifting up to 50 pounds, as well as, bending, kneeling, twisting, reaching, and ladder climbing (8 feet in height);
- At times, repetitiveness of tasks adds to mental effort to remain engaged, positive and supportive;
- Busy boarding school environment, located in a modern campus complex in Mill Bay;
- Enjoys working with and being around young people;
- Work may require the need to wear Personal Protective Equipment (PPE);
- A variety of flexible shifts available. This is a 7 day a week operation and weekdays, weekends, evenings and nights are needed;
- Be available for extra shifts as required to meet the Operational needs of the school, at times with little advance notice;
- Successful clearance of a Criminal Record Check is a condition of employment, and the position is subject to a probationary period;
- Must be legally entitled to work in Canada;

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources by no later than at 5pm on Friday August 14<sup>th</sup>, 2020

Fax (250) 743-8446 | [hr@brentwood.bc.ca](mailto:hr@brentwood.bc.ca) | 2735 Mt. Baker Rd. Mill Bay, BC V0R 2P1

[www.brentwood.bc.ca](http://www.brentwood.bc.ca)

*While we thank all applicants, we will only be in contact with those applicants who are selected for interview.*