



Position Title: Laundry Attendant (Casual On Call)
Department: Laundry
Immediate Supervisor: Manager of Laundry and Housekeeping

Nature and Scope

The Attendant will be responsible for providing clean, disinfected linens, garments and articles. He/she will be required to ensure that all linens, garments and articles are washed, dried, ironed, folded, and steamed (and dry-cleaned, as arranged with an outside supplier) according to Brentwood high standards and our students' expectations. All Laundry staff must adhere to all Occupational Health and Safety regulations and ensure the laundry areas and equipment is 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 in 60 pound washing machines;
- Dry washed laundry in 75 pound dryers by splitting the load into 3 dryers;
- Fold personal laundry and bedding, and distribute laundry into the personal laundry slots for over 500 students;
- Vacuum and wash the floors in the laundry room;
- Assist with Ironing student uniforms, and skirting's for tables and help to set the tables up for functions;
- Maintain the overall tidiness and cleanliness of the laundry area.

Education/Experience

- Completion of high school is required.
- Formal laundry training in a large commercial or institutional environment is a definite asset;
- Previous WHMIS training is an asset;

Knowledge/Skills

- Good Physical conditioning and agility strength is required to perform all requirements of the position on a daily basis, including lifting up to 50 pounds, as well as bending, kneeling, twisting, reaching;
- Effective interpersonal and organizational skills;
- Maintain clean and tidy appearance;
- 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;
- Clean and well groomed with good personal hygiene;
- Maintain a clean and tidy work area;
- High personal standards for producing quality work results; possesses a strong work ethic and affinity for cleanliness and sanitation;
- Solid organizational, communication, and time management skills.



Relationships

Internal: All students and staff.

External: Suppliers, vendors, trades, inspectors.

Working Conditions

- Moderate to high level of physical effort required; includes occasional and frequent lifting up to 50 pounds, as well as bending, kneeling, twisting, and prolonged periods of standing in one area throughout the day;
- Work normally requires a moderate level of manual dexterity for all aspects of fine cleaning;
- At times, repetitiveness of tasks adds to mental effort to remain engaged, positive and supportive.
- Located in a modern campus complex in Mill Bay;
- Successful clearance of a Criminal Record Check is a condition of employment, and the position is subject to a probationary period;
- Must have frequent and reliable availability to work assigned shifts,
- Day, afternoon and early evening shifts of varying duration, including weekends, may be scheduled for on call relief coverage;
- Additional hours may be required according to operational needs;
- Must be legally entitled to work in Canada

Qualified applicants should forward their applications, including cover letter and resume, to the attention of Human Resources. Position will remain open until filled.

Fax (250) 743-8446 | hr@brentwood.bc.ca

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