**JOB DESCRIPTION**

**JOB TITLE : Linen/Uniform Supervisor**

**DEPARTMENT : Housekeeping**

**LEVEL : 5**

**REPORT TO : Executive Housekeeper**

**: Assistant Executive Housekeeper**

**Main responsibilities**

* Reports for work on time wearing a clean and tidy uniform and neatly groomed per standards
* To participate in the daily briefing with the Executive Housekeeper
* To understand and strictly adhere to the rules and regulations established in the Employees Handbook.
* To understand and strictly adhere to the hotel’s policy on fire, hygiene, Health and safety and to handle all equipment, utensils and uniforms with care
* To maintain a high standard of personal appearance and hygiene at all times.
* To maintain a good rapport and working relationship with staff of all other departments.
* To provide a courteous and professional service at all times.
* Manage overall daily operations of the Linen/Uniform Room.
* Ensure quality controls are in place for all linen processes, rejecting any exceptions.
* Oversee in getting filled linen carts to designated areas.
* Ensure a clean and tidy linen room at all times and report to the Executive Housekeeper or Assistant Executive Housekeeper if any items have been damaged (linen as well as uniforms).
* Report to Executive Housekeeper or Assistant Executive Housekeeper in case any uniforms need to be discarded or replenished.
* Ensure that linen and uniforms are properly stored and recorded.
* Ensure that the proper procedure is followed when linen or uniform needs to be discarded
* Take linen which is spotted out and place separate for re-washing or special treatments.
* Any linen which is torn is placed separately and returned to the Linen room for repair.
* Keeps linen for all different departments separate.
* Coodinate with concerned department to do monthly inventory and report
* Assist other departments when necessary and maintain good working relationships.
* Perform any other duties assigned by the Executive Housekeeper.

**Requirements**

* Minimum of 02-year experiences in a similar role with preferable previous experiences in a four and five-star hotel
* English communication
* Great personality and positive attitude
* Good knowledge washing machines, dryer, sewing machine and well operate them
* Computer literate
* Good communication and training skills
* Energetic, friendly, flexible, motivated and able to work independently

I have read and discussed the above with my Manager and I fully understand the description of my position.

**Name of Employee:**

**Date Received:**

**Signature:**