



JOB DESCRIPTION – CHIEF LAUNDRY MAN

Title:	Chief Laundry Man
Rating:	Crew
Department:	Hotel
Reports to:	Chief Housekeeper / Assistant Housekeeper
Direct Subordinates:	Laundry man
Cabin:	Shared

1. EXPERIENCE/SKILLS/CHARACTER

- Must have experience in hotel or cruise ship in similar position
- Must have a good command of the English language.
- Must be able to work unsupervised and to a fixed time schedule
- Must be reliable, honest and friendly

2. DUTIES & RESPONSIBILITIES

- General operating of the Laundry
- Lead and Manage a Laundry Crew
- Follow and train Staff with regard to Sanitation, USPH and environmental policies applicable to the department
- Submit all Forms and Logs required by the Chief Housekeeper on time
- Safety and Fire protection
- Clean linen, table clothes, napkins, towels and uniforms.
- Any marks, stains or spots to remove, if not possible, then point out and remark it
- Economical usage of cleaning products
- Laundry area to be kept clean at all times
- Maintain all machines, report any breakdown or leakage
- Keep washing cycle for all departments

Responsible for the cleanliness, maintenance and of all equipment and any other Ship's property that he/she is working with.

To be responsibly minded for the breakage and loss of any equipment.

To respect his/her Superiors, address him/her with the due titles, accept requests without questioning co-operate unselfishly, and be a good Team-worker.

To be aware and follow security/fire/safety procedures according to the Ship's rules and regulations.

To attend departmental meetings and training when requested.

To always be clean and properly dressed while on duty. To have at all times short and clean fingernails. To have trimmed and clean haircut for men and moderate coiffure for women. To be fully aware of personal hygiene at all times.

To perform all duties other than above as requested by the Chief Housekeeper.



CRUISE & FERRY SERVICES GROUP

To assist with loading of provisions and/or luggage as directed.

I have read and discussed the above and I fully understand the description of my job.

Chief Laundry Man