

Job Description

Job title: Linen Porter
Department: Housekeeping
Position reports to: Executive Housekeeper, Floor Supervisor

1 Purpose of Position

- To be responsible for all linen within the St. James's Hotel and Club.
- To maintain high standards of hygiene and cleanliness in the linen room, bedrooms and public areas as specified by the Supervisor to create a pleasant environment for our guests

2 Tools/Equipment Used

- Vacuum cleaners, Leader
- Trolleys
- Micro fibre cloths and Chemicals
- Personal protective equipment
- Washing machine, Tumble dryer and Steam press

3 Daily Duties

- To ensure that the uniform provided is kept clean, is presentable in good condition, ensuring that standards of personal appearance and hygiene are an example for the team and a professional image portrayed to our guests
- To sign yourself on-duty, collecting work allocations and signing for any keys or bleeps that maybe required prior to commencing your shift.
- To perform the sorting, counting and recording of all linen to ensure sufficient stock is available
- To check all laundry in and out, ensuring all documentation is checked and completed as necessary
- To maintain periodic cleaning duties and related checklists as and when required e.g. shower heads and vacuum cleaners.
- To make certain chemicals/equipment are used correctly and safety procedures are adhered to at all times
- To check in deliveries and put in correct store rooms
- To perform cleaning and maintenance of all storage, corridors and public areas to the required standard
- To ensure that all linen trolleys, cupboards and all items pertaining to guest service are stocked as required
- To report any maintenance to the Housekeeper/Executive Housekeeper or supervisor as soon as possible
- To follow the correct procedure for lost property
- To provide guests with requested service at all times
- To assist in the moving of furniture, beds and cots
- To attend any meetings requested or training courses where necessary e.g. Health and Safety
- To inform Housekeeper of any special requests e.g. soiled bedspread.

4 Periodic Duties

- To assist in the cleaning of the Public areas
- To perform re-hooking and hanging of all types of curtains
- To perform sprig cleaning room

- To perform in stock take as and when required
- To perform spot cleaning of carpets and upholstery
- To be flexible in shift work including evenings
- To clean outdoor areas
- To assist with light maintenance issues when required
- To assist with valet duties
- To perform monthly check on PPE and equipments
- To check and detail invoices

5 Occasional Duties

- To carry out any other reasonable requests as directed by your manager or supervisor

Health and Safety

1. To be aware of, and comply with, safe working practises as laid down under the Health and Safety at Work Act 1974 and Company H & S Manual, as applicable to your place of work. This will include your awareness of any specific hazards at your work place
2. To be aware of, and comply with Food Acts.
3. To wear any appropriate protective clothing provided by or recommended by the Hotel.
4. To report any defects in the building, plant or equipment according to the Hotel procedures.
5. To ensure any accidents to colleagues, guests or visitors are reported in accordance with Hotel procedures.
6. To attend 6 monthly statutory fire training and to be fully conversant with and abide by all rules concerning, fire, health & safety.
7. To attend any training deemed appropriate by your Head of Department.

This job description is intended to illustrate the main duties and areas of responsibility of the job of a Linen Porter. It is not intended to be exhaustive and you are advised that the duties and responsibilities may change from time to time.