**Security/Laundry Job Description**

**Reports To:** Motel Manager

**SUMMARY**

To be a successful Security/ Laundry Employee, Customer Service must be your main objective, while enforcing the Motel Rules and Regulations. Assist Housekeeping with Motel Laundry nightly.

**Security Duties:**

* Drive company truck and patrol the motel and other properties that JMAC owns, at least once per hour
* Document all activities and issues on Daily Log Sheet
* Answer work phone, give detailed directions to the Motel
* Unlock doors and let guest in rooms if they become locked out
* Verify who is allowed to be on property after business hours
* Check-in new guests
* Shovel snow
* Repair locks
* Program guest TV’s and replace as needed
* Other duties as assigned by management

**Duties:**

* Clean Guest Laundry, sweep and mop floors, remove lint from dryers, ensure all machines are clean.
* Enter guest rooms following procedures for gaining access and ensuring vacancy before entering
* Handle large amounts of laundry using industrial-size washers and dryers
* Work around and use chemical cleaning solutions
* Discarding of trash and waste properly and in designated areas (check truck box for garbage)
* Works under the direction and policies of the employer
* Reporting any safety issues to Motel Manager to get resolved
* Other duties assigned by management
* Stripping dirty linens and removing trash from checked out rooms (Occasionally)
* Pick up and deliver Bags filled with clean or soiled laundry from/for rooms

**Requirements:**

* Ability to read, write, and speak English clearly
* Must be self-motivated and able to complete his/her tasks with little or no supervision
* Have an understanding of basic cleanliness and order to ensure proper service
* Must be able to stand for long periods of time and lift at least 50 lbs
* Must be able kneel, crouch and/or crawl during cleaning process
* Willing to work in adverse weather conditions as we are an outside entry facility
* Willing to work extra hours to ensure the tasks are completed