



217 6th street, Prince Rupert B.C. V8J 3L9
Office: (250) 624-9878 / Laundromat: (250) 624-9879

Job Posting

Laundry Attendant – Rince Rupert Laundry

Part Time position; weekend and evening shifts: **Starting wage \$17.00 /hr**

Position Summary:

Greeting customers and directing them to the proper laundry unit to be used. Responsible for maintaining a clean space for customers, along with maintaining a clean work environment. Responsible for processing premium sales, and processing change for customers when needed.

Duties:

- Process paperwork accurately and efficiently.
- Greeting and assisting customers with choosing the correct laundry unit and explaining if needed how to use the units.
- Maintain cleanliness of the folding benches and other high touch areas.
- Clean washer and dryer units after a customer uses the equipment.
- Take out garbage when needed.
- Maintain and sanitize work area between shifts.
- Process premium sales. (Includes washing and drying of customers clothes.)
- Make change for customers as needed.
- Keep an eye on change machine for customers to use.
- Manage and count inventory when needed.
- Maintain inventory in soap machine.
- Bring paperwork to supervisor as needed.

Knowledge and Abilities:

- Knowledge and understanding of cash handling and paperwork processing is greatly appreciated and or willing to learn the process.
- Familiar with using laundry equipment, laundry detergent, and folding clothing and other various items.
- Work well in a team environment as well as working independently.
- Excellent verbal and written communication skills.
- Good time management skills.
- Respectful, honest, trustworthy, and demonstrates sound work ethics.

Relationships:

- Works with all staff, management, and the public.

Working Conditions:

- Work is performed in a highly communicative environment and is moderately paced.

Please apply by:

Submitting a cover letter and resume in Word or PDF form with “Laundry Attendant Application” in the subject line to: Rince Rupert Laundry 217 6th Street Prince Rupert B.C. V8J 3L9 or E-Mail

bethanir@gitgaatdevco.com

Posting will be closed when position is filled.