

Job Description

Job Title	Linen/Soft Goods Assistant
Schedule	Part-time, more hours during peak season.
Duties	Duties as assigned, which include the following, among others: • Receive linens that have been out at an event. • Sort, Pretreat, and prepare soiled linens for shipment to laundry. • Prioritize tasks that need to be done based on status of orders. • After lines have been returned from laundry, inspect and press to be restored for use. • Use a picklist to pick and stage items to be sent out for events. • Use commercial laundry machines as required as needed. • Maintain a clean work area. • Report damaged or missing items to supervisors. • Other tasks as requested and/or required.
Desired Skills	• Self-motivated. • Strong time management skills. • Detail-oriented - quality of work is important. • Dependable and reliable.
Qualifications	• Government issued ID and work documentation. • Reliable transportation. • Excellent communication skills. • Able to lift 50lbs+ and stand for an extended period. • Able to pass drug test/background check. • Able to work independently. • Attention to detail to improve quality of work. • Follow health and safety guidelines, procedures, and regulations.

Mission Statement: Provide quality customer service at any cost, provide quality goods and equipment every time, provide fair and reasonable pricing, and treat everyone with respect and professionalism - internally and externally.

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