



# POSITION DESCRIPTION

## Bay Mills Resort & Casinos

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<b>POSITION:</b>	<b>Laundry Worker</b> (Full Time – 1 <sup>st</sup> Shift – 8am-4pm)	<b>LICENSED:</b>	No
<b>DEPARTMENT:</b>	Hotel Department	<b>GRADE:</b>	15 (\$13.50-20.25)
<b>REPORTS TO:</b>	Laundry Supervisor	<b>STATUS:</b>	Non-Exempt

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### **POSITION SUMMARY:**

Under the of the Laundry Supervisor, the Laundry Worker performs various cleaning and laundering duties according to departmental policy & procedures

### **ESSENTIAL FUNCTIONS:**

1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Loads articles into washer and adds specified amount of detergent, soap, or the cleaning agent.
3. Lifts clean, wet articles from washer and places them successively into wringers and driers for measure time cycles.
4. Folds and places items in appropriate storage bin(s).
5. Maintains par levels as set by Laundry Supervisor/Hotel Manager.
6. Deliver and pick up laundry at various locations throughout the tribe.
7. Press items using the rolling steam press.
8. Ensures the cleanliness, efficiency, and the highest quality of service is provided.
9. Responsible for learning and following daily policies and procedures for the Hotel Department and Bay Mills Resort & Casinos.
10. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Manager.
11. Other duties may be assigned within the scope and complexity of this position’s essential functions.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to stand. The employee is occasionally required to walk and sit. The employee must frequently lift up to 50 pounds and move up to 250 pounds. The employee is regularly exposed to extreme heat, exposed to moving mechanical parts, fumes, dust, and caustic chemicals.

### **POSITION REQUIREMENTS:**

1. Must have a High School Diploma or equivalent.
2. **Must have a Valid MI Driver’s License with a good driving record.**
3. Prior experience working with cleaning solutions and laundry machines preferred.

4. Excellent communication skills required.
5. Must have an excellent past work record, including attendance.
6. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** May 6, 2022 (4:30pm)

**APPLY TO:** Send Resume and Application to:

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

[eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject: Laundry Worker

**\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\***