



1 Sunny Ridge Drive
Asheville, NC 28804

828-658-3373 tel
828-658-3573 fax
www.classiceventrental.com

Position Title: Linen Preparation Personnel

Starting Pay: \$8 to \$10 depending on experience

Experience: No experience necessary

Position Tasks & Activities:

- Clean and iron linens as specified by manufacturer and company policy.
- Wrap and package linens per company policy.
- Upholds the quality control standards of the company.
- Restock cleaned and packaged linens appropriately.
- Inspect returned linens.
- Sort dirty linens per company policy.
- When laundry equipment breaks, notify supervisor.
- Report safety violations to supervisor.
- Communicate with supervisor.
- Fill in for other positions, when necessary, for smooth operation of the business.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Perform other duties as requested.

Nature of the Work:

Daily use of washer, dryers and flatwork ironers, which release hot air. Exposure to above average temperatures is prevalent. There is a high degree of lifting and a significant degree of standing, walking, bending and transporting objects of various weights and dimensions. Must have a full range of motion and dexterity. Must accept and follow instructions from supervisors.

Working Conditions:

Most work will be indoors with general warehouse conditions, in which some work areas may not be heated or air conditioned. Exposure to above average temperatures is prevalent. The typical tools (hampers, dollies, racks, etc.) can be considered hazards. Most mechanical equipment used (flatwork ironers, laundry machines) are electrical and may be gas fired. The exposure to moving belts is continuous in the ironing function. There is exposure to detergents, bleaches, cleaning chemicals, hot water and very hot linen.

Education, Skills & Requirements:

- Must be able to lift approximately 35 lbs.
- Must maintain a professional personal appearance.
- Must be able to use mathematics to solve problems.
- Must be able to speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must maintain an acceptable attendance record.



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- Must have a full range of motion and dexterity.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.

Reports to: Department Supervisor

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.