



JOB DESCRIPTION - LAUNDRY STEWARD

Title:	Laundry Steward
Rating:	Crew
Department:	Housekeeping
Reports to:	Head Housekeeper/Assistant Housekeeper/Housekeeping Supervisor
Cabin:	Shared

1. EXPERIENCE / SKILLS / CHARACTER

- Must have experience in ships´ or in hotel´s laundry facilities
- Must be able to deal with passengers´ laundry in a professional manner
- Must speak English well and should have a basic understanding of German
- Must be reliable, honest and be able to work unsupervised
- Must be able to work to company standards and fixed time schedule

2. DUTIES & RESPONSIBILITIES

- Be friendly to passengers and crew as well as focused on your work, this will result in good teamwork with best achievements in guest satisfaction.
- cleaning and ironing of passenger laundry to company standards
- cleaning and ironing of ship´s linen, forwarded by restaurant or housekeeping crew
- Welcome passengers when they embark.
- Explain some of facilities onboard and emergency procedures when asked during inspection.
- Responsible for the cleanliness, maintenance and upkeep of all equipment in the laundry that he/she is working with.
- To be responsibly minded for the breakage and loss of any equipment, inventory.
- To respect his/her Superiors, address him/her with the due titles, accept requests without questioning, co-operate unselfishly, and be a good team-worker.
- To be aware and follow security/fire/safety procedures according to the Ship´s rules and regulations.
- To attend departmental meetings and training when requested.
- To always be clean and properly dressed while on duty. To have at all times short and clean fingernails. To have trimmed and clean haircut for men and moderate coiffure for women. To be aware of personal hygiene at all times.
- To perform all duties other than above as requested by the Assistant or Head Housekeeper.
- To assist with loading of provisions and/or luggage as directed.

