



# HEADLANDS

COASTAL LODGE & SPA

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## LAUNDRY TEAM

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Headlands Coastal Lodge & Spa is a luxury retreat catering to adventure-seekers and the active Pacific NW lifestyle. Our carefully appointed 33-room hotel offers a breathtaking view of the ocean, Haystack Rock and Cape Kiwanda.

### About the Lodge

The Headlands Lodge concept responds to a gap in the market for a luxury oceanfront experience that presents outdoor recreational opportunities for the next generation of travelers.

The resort, which showcases the active, outdoor culture of the carefree and authentic Pacific City lifestyle, is the inspiration of Jeff Schons and Mary Jones at the helm of the Nestucca Ridge Family of Companies. The new property joins a unique combination of beachfront cottages, vacation rentals, an inn and the award-winning Pelican Brewing Company—the only oceanfront brewpub on the Oregon Coast. The Nestucca Ridge Family of Companies is an organically grown collection of coastal businesses dedicated to memory-making beach vacations, meetings and ownership experiences.

### Pacific City

Pacific City is off the beaten path on a relatively undiscovered stretch of the majestic Oregon Coast. Cape Kiwanda, in Pacific City, enjoys a storied connection to the ocean, local rivers, beachfront and majestic outdoor playground. Surfing, kayaking, hiking, photography, beach-combing and fishing are just some of the outdoor activities enjoyed in this beautiful beach town.

### We are hiring for the following positions for our laundry team:

- Laundry Attendant
- Laundry Driver
- Laundry Supervisor

#### Laundry Attendant

##### Tasks:

- Operate and monitor washing, dry cleaning, and drying machinery, including adding chemicals and cleaning lint traps.
- Inspect cleanliness of articles removed from the washer, dryer, or dry cleaning machines and place in clean linen carts.
- Fold cleaned articles into designated size.
- Make sure all cleaning supplies are properly labeled and used in the proper manner to ensure the safety of yourself and your co-workers.
- Check equipment for proper functioning and inform the Director of Housekeeping or the Director of Facilities about any malfunctioning equipment or problems with safety mechanisms.
- Keep the work area clean, tidy, organized and safe at all times.
- Complete a weekly inventory for the Director of Housekeeping.
- Perform Housekeeping duties to maintain facility.

#### Laundry Driver

##### Tasks:

- Pick up all dirty linen bins from each property.
- Weigh bins and fill out packing slips.
- Operate and monitor washing, dry cleaning, and drying machinery, including adding chemicals and cleaning lint traps.
- Perform preventative maintenance on laundry equipment.
- Perform housekeeping duties as necessary to maintain facility.

#### Laundry Supervisor

Supervise staff responsible for laundry and maintaining linens according to each property's standards.

##### Tasks:

- Supervise and monitor the operation of washing, dry cleaning, and drying machinery, including adding chemicals and cleaning lint traps.
- Supervises daily laundry shift operations and ensures compliance with all housekeeping policies, standards and procedures.
- Ensure equipment is functioning properly and inform the Director of Housekeeping or the Director of Facilities about any

malfunctioning equipment or problems with safety mechanisms.

- Quality Control of accuracy of inventory linens and cleaning products, ordered supplies, and other duties assigned to the laundry staff.
- Assist team with completion of weekly inventory for the Director of Housekeeping.
- Assist with any needs the laundry team has during daily duties.
- Assists in all departments—Housekeeping, Houseperson, Public Area, and Laundry—as needed.
- Assist in the interviewing, hiring, and training of new staff.
- Other duties assigned by Director of Housekeeping.

### **Lifestyle and company benefits**

We offer flexible schedules and full-time or part-time positions. Benefits for eligible positions include paid vacation, 401K retirement savings plan, medical, dental, vision, accident insurance, PTO plan, and company discounts. And, of course, all the amazing outdoor adventures the Central Oregon Coast has to offer.

## **TO APPLY**

If you think you are eligible for this position, please submit a **resume** and **cover letter** to [KristaT@kiwandahospitality.com](mailto:KristaT@kiwandahospitality.com). In the subject line, please include “Job Application:,” your name, and position you’re applying for (Ex: Job Application: John Smith for General Manager).

**To see more job openings go to [HeadlandsLodge.com/Careers](https://www.headlandslodge.com/careers)**