



The Jewish Community Center has an opening for a full time **Maintenance II: Laundry Attendant** to join our team. This position is located at our Creve Coeur facility and is eligible for our employee benefit package (medical, dental, life, ad&d, and long term disability insurances, pension, 403b, etc.). We are specifically looking for a female attendant to service our women's locker rooms during these shifts.

Work schedule for this position is (32 hours per week):

Tuesday-Friday	9:00am to 3:30pm
Saturday	7:30am to 4:00pm
Sunday and Monday	OFF

Position Summary:

The full time Laundry Attendant maintains a clean and healthy environment within the JCC and ensures that the team is operating smoothly. Duties include laundry, controlling stock and inventory, seeing to general cleanliness, making coffee, providing direction and instruction to part time team members, and more while maintaining customer service and hospitality to our members.

Essential Functions:

- Ensure laundry operation is operating efficiently.
- Provide direction and instruction to part time team members as necessary.
- Report any team issues to management.
- Provide outstanding customer service to our customers in all interactions.
- Sort, fold, and wash laundry.
- Collect and deliver laundry from/to various points within our facility including the women's locker rooms.
- Safely operate necessary equipment to perform job tasks (clothes washer, clothes dryer, elevator, etc.).
- Maintain cleanliness and organization throughout work area.
- Assist other Building and Grounds team members in maintaining a clean and organized facility.
- Help with general cleanliness tasks as necessary, such as restocking paper towels, wiping down the counters, picking up used towels, cleaning unexpected spills, etc.
- Perform inventory as necessary.
- Follow and abide by all JCC rules and policies.
- Attend JCC and departmental meetings as required.
- Regular attendance is essential for successful performance in this role.
- Other duties as requested by supervisor.

Qualifications:

- High School Diploma or equivalent is preferred.
- Prior customer service experience is desired.
- Prior laundry experience is preferred; however, will train.
- General knowledge of basic cleaning chemicals and their safety is a plus.
- Must be able to speak, read, write and understand the primary language used in the workplace; good written and verbal communications skills are essential.

- Must possess basic computational ability.
- Must be able to spend majority of shift walking, twisting, bending, pushing, stooping, and pulling.
- Must be capable of working in a fast- paced environment with multiple interruptions.
- Must be able to stand and exert well-paced mobility.
- Must be able to lift up to 50 lbs. on a regular and continuing basis.
- Must be able to push and pull carts weighing up to 100 lbs.
- Requires manual dexterity to use and operate all necessary equipment.

Physical Demands:

Most work tasks are performed indoors. Temperature is moderate and controlled by building environmental systems; however, laundry staff must be able to work in extreme temperatures found in laundry rooms (+80F), possibly for one hour or more. Must be able to push and pull carts and equipment weighing up to 100 lbs. on a regular and continuing basis.

For more information about the J, please see our website: www.jccstl.org .

To apply for this position, please email your resume, cover letter and completed J application in response to this posting. Please be certain to identify the position, "Maintenance II Laundry Attendant FT", for which you are applying in the subject line of your email. The J's application is available for printing on the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.