



LINEN SPECIALIST

REQUIREMENTS:

- Experience working in hotel, hospitality, vacation or similar industry is highly preferred.
- Prior experience in laundry and linen services is a bonus - but we can train!
- Tech-savvy with experience using various digital systems and applications and comfortable using mobile apps, tablets, and various software platforms.
- Dependable and prepared. Showing up on time and ready to go is key to creating great stays for our guests and peace of mind for our homeowners.
- Must be dependable, self-motivated, and able to work independently while contributing positively to a collaborative team environment.
- Comfortable talking to people—online or in person—and being able to share information in a way that’s clear, thoughtful, and represents the company in a positive way always.

The Linen Specialist assists the Operations and Housekeeping Teams by ensuring the right supplies are available at the right times. The LS will sort, fold, and organize linens, towels, and bedding for our vacation rental properties while maintaining the cleanliness and organization of the storage and office facilities. This role involves receiving deliveries, preparing supplies for timely pickup and delivery, and ensuring all items meet company standards using proper tools and chemicals. Perfect for someone who takes pride in attention to detail and wants to play a key role in creating comfortable, well-appointed guest experiences.

RESPONSIBILITIES:

- Support upkeep and cleanliness of the office and storage facility.
- Receive deliveries and ensure accuracy of orders.
- Sort, fold, label, and organize company issued laundry items.
- Ensure supplies are prepared in a timely manner for pick-up. Responsible for picking up and dropping off supplies (as-needed basis)
- Properly utilize the necessary tools, chemicals, and products to clean to company standards.
- Observe and report any damage or potential hazards.
- Assist the Operations Team with home inspections and guest amenity deliveries.
- Assist the Housekeeping Team with cleaning, trash removal, linen and supply delivery and other tasks.
- Establish and maintain open, collaborative relationships with team members and management team.
- Attend all mandatory individual and team meetings.
- Other duties as assigned because every day is different in hospitality!



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