



## Laundromat Attendant Position

**Why work with Bubbles Laundry Spa?** We're a locally owned business that is committed to "getting it right" and serving our community with pride; we know that starts by having the right people on our team. Bubbles Laundry Spa's customers return week after week and our Laundromat attendants are **KEY** to that success! We're looking for super-friendly, always smiling, helpful, hardworking people who know the importance of **GREAT** customer service and building happy, healthy, friendly relationships. It makes working at Bubbles Laundry Spa fun and rewarding! If that's the kind of work environment you're looking for, then we're looking for you!

**Start Here – Step #1:** First visit our laundromat, check us out, introduce yourself and pick up an application or visit us online at [BubblesLaundrySpa.com](http://BubblesLaundrySpa.com). Please, no phone calls about the position. Applications are available at the laundromat, Distinctive Touch Salon (243 Main Street, Moosup, CT) or online.

More information about what we're looking for:

**Job Title:** Laundry Attendant

**Starting Pay:** \$12.00 + performance bonus potential

**Job Summary:** *Always friendly, always helpful!* Responsible for assisting customers with self-serve and processing drop off (Wash Dry & Fold ) laundry as well as helping customers bring in and place laundry into their vehicle. Assist with facility maintenance and cleaning.

### **Duties and Responsibilities:**

- **Consistently providing excellent customer service – above all that's Job #1!**
- Assist self-serve customers with facility use – washers, dryers, Wifi, restroom, change machines, vending machines, contactless payment, supplies. Resolve any customer equipment operations problems as they arise, as soon as possible.
- Process drop-off (Wash Dry & Fold) laundry orders in a timely, consistent and efficient manner.
- Always promote a safe environment by being attentive to potential hazards, both personal and environmental, and reduce safety risks however and as soon as possible. Notify management immediately of any safety concerns.
- **ALWAYS** maintain facility cleanliness. Complete laundromat and equipment cleaning as assigned per the task list on a daily basis.
- Maintain efficient store operation notifying management of any laundromat machine malfunctions or needed supplies.
- Help customers bring in/out laundry to their vehicles.
- Keeping Bubbles Laundry Spa: hospital clean, family safe, easy to use, and fast!
- Ability to have working knowledge of PC computer for marketing
- Keeping the outside area of the laundromat clean of any trash or cigarette butts at all times



**Minimum Qualifications:**

- Good/Clear oral communication, in person and over the phone – always clear, helpful and polite
- Functional reading and writing (English), and basic computer skills
- Must be 18 or older
- Must be able to multi-task and be able to adjust to a fast-paced environment at times
- Ability to call other local businesses for promoting commercial services
- Ability to promote the laundromat, asking customers for testimonials, asking to tell other friends etc.

**Physical/Personal Demands:**

- Physically able to exert/lift up to 50 pounds occasionally, up to 30 pounds frequently, and 15-25 pounds constantly. Ability to: grab, lift and carry, push/pull, and move bulky objects.
- Frequent, accurate computer keyboarding; ability to view and use a computer monitor and printer.

*We are looking for friendly, helpful people who communicate well as the position consists of assisting customers and creating a friendly, clean and safe Laundromat environment for everyone.*

**Important Note:** Smoking or “vaping”, drug usage or consumption of alcohol is **NOT** allowed during work shifts at any time and will result in an automatic termination! We handle our customer's clean laundry.

A brief cover letter attached to your application explaining why you would be a good choice will greatly enhance the possibility of your selection you for employment at Bubbles Laundry Spa.

Sincerely,

Bubbles Laundry Spa Management

**I have read and understand the job requirements**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Laundromat Attendant – Application for Employment 22 Putnam Road - Central Village, CT 06332

Bubbles Laundry Spa is an Equal Opportunity Employer. It is our policy to abide by all federal, state and local laws concerning discrimination in employment. No question on this application is intended to solicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

### ALL INFORMATION IS NEEDED TO BE CONSIDERED AS AN EMPLOYEE

Date of Application (month / date / year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Personal Information

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Last Name, First, Middle, Nickname

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Social Security Number:

\_\_\_\_\_  
Home Street Address

\_\_\_\_\_  
City, State, Zip

(\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_) \_\_\_\_\_  
Cell Phone

How long at present address? (month/year): \_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

Expiration (month / year) \_\_\_\_\_ / \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ INITIAL 22 Putnam Rd. - Central Village, CT 06332 • (860) 317-1128 • Info@BubblesLaundrySpa.com



If hired can you provide proof that you are eligible to work in the U.S., i.e. birth certificate, proof of U.S. citizenship, other official documentation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been discharged from a job? (fired, laid off, etc.): \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," explain:

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Have you been arrested/convicted of a crime in the past ten (10) years, excluding misdemeanors and/or summary offenses which have not been annulled, expunged or sealed by a court? (A conviction record will not necessarily be a bar to employment) \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," please describe in detail:

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I understand that a background check will be performed to be considered for this position  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted for stealing? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you work Saturdays and Sundays? (This is some of our busiest days and those who can work these days will be looked at first?) \_\_\_\_\_ Yes \_\_\_\_\_ No

How many hours per week can you work? (Our Shifts are 7am-2pm or 2pm-8pm) \_\_\_\_\_

What days *can* you work? Also, list if there any "*can't work*" days?

Can Work: \_\_\_\_\_ Can't Work: \_\_\_\_\_

### **Education and Training**

High School \_\_\_\_ Yes \_\_\_\_ No Did you graduate? \_\_\_\_ Yes \_\_\_\_ No

Attended where and when (year): \_\_\_\_\_



Trade or Business School \_\_\_\_ Yes \_\_\_\_ No      Where and when \_\_\_\_\_

College \_\_\_\_ Yes \_\_\_\_ No      Where and when \_\_\_\_\_

Describe any special qualifications, training, skills or talents that you have that you think may be relevant to this job (customer service experience, cash register, computer, Spanish bilingual, etc.):

\_\_\_\_\_

**Employment History**

In the space provided give your employment history beginning with your PRESENT or most recent employer. List all positions held, including military, part-time, summer and volunteer work.

***Applications without accurate phone numbers for previous employers and references will be disqualified from review.*** If additional space is required, attach additional sheets using the same format.

**Employer #1**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

May we contact: Yes / No

Duties: \_\_\_\_\_

Start Date (month / year): \_\_\_\_\_

Hourly Rate (salary): \_\_\_\_\_

Date Ended (month / year): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer #2**

Employer: \_\_\_\_\_



Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

May we contact: Yes / No

Duties: \_\_\_\_\_

Start Date (month / year): \_\_\_\_\_

Hourly Rate (salary): \_\_\_\_\_

Date Ended (month / year): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employer #3**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

May we contact: Yes / No

Duties: \_\_\_\_\_

Start Date (month / year): \_\_\_\_\_

Hourly Rate (salary): \_\_\_\_\_

Date Ended (month / year): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



**References**

Please provide 3 different references that will be checked in determining employment at Bubbles Laundry Spa

Reference #1: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference #2: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference #3: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

**CERTIFICATION AND ACKNOWLEDGEMENT:**

- I certify the information on my application is true and complete to the best of my knowledge.
- I understand that any incorrect, incomplete, exaggerated or false information furnished by me will subject me to disqualification or discharge from employment at any time.
- Further, I understand and acknowledge that any employment relationship with Bubbles Laundry Spa is of an “at will” nature, which means that the employee may resign at any time, and the employer may discharge the employee at any time without cause or notice. I further understand that this “at will” employment relationship may not be changed by any expressed or implied contract.

**AUTHORIZATION:** With my knowledge and permission, I authorize my former employers and character references to release any information regarding my employment. Additionally, **I hereby authorize Bubbles Laundry Spa to make any investigation of my background as is deemed necessary to verify my qualifications and/or suitability for the position for which I am applying.**

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Signed Name

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signed (month / date / year)