

FLAGSHIP RESORT DEVELOPMENT

Job Description

Job Title: House Person

Department: Housekeeping

Reports to: Director of Housekeeping

FLSA Status: Non-Exempt

Prepared by: Tracy Good

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Summary: Responsible for maintaining the highest standards of cleanliness and customer service in all areas in accordance to the company's mission and vision.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

Detail guest rooms as needed: strip and wax floors, shampoo and deep clean carpets.

Responsible for stocking closets with linens and supplies.

Responsible for delivering all dirty lines from the guest rooms to the laundry room at the end of each shift.

Responsible for reporting any damaged or missing items to your designated supervisor and ensuring those items are replaced.

Responsible to ensure the correct use of cleaning supplies in accordance to the OSHA regulations.

Responsible for delivering items to guests.

Responsible for assisting the inspectors to deliver items to guest's rooms.

Responsible for delivering clean towels and linens to the GRA's

Responsible for bringing deliveries to Housekeeping.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Any combination of education and experience provided the required skill and knowledge for successful performance would be qualifying.

Language Skills: Ability to read and interpret general business policies and procedures. Ability to speak and understand basic English enabling one to respond to guest questions and communicate with other associates.

Mathematical Skills: Basic- minimal required. Must be able to tell time.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to stand and exert well paced mobility for periods of up to four hours in length. Must be able to bend, stoop, reach, grasp, climb, lift, carry, kneel, and lift, push, pull and move up to 75 pounds. May require walking primarily on a level surface for periodic periods throughout the day and move intermittently during work hours. Reaching above shoulder heights, below the waist of lifting as required to file documents or store materials throughout the day. Proper lifting techniques required. Repetitive motions are required on a regular and continuing basis to perform all cleaning tasks such as vacuuming, dusting, scrubbing, etc. Must be able to push the housekeeping supply cart continually.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Interacts with guests, family members, personnel, etc., under all conditions and circumstances. Is subject to exposure to infectious waste, diseases and conditions. Have the knowledge of cleaning up a chemical spill.

I have read and understand the requirements of this position.

Print Name

Date

Signature

Witness/Manager