



Job Description

Position: Houseman
Department: Housekeeping
Reports To: Housekeeping Manager

SUMMARY:

Housemen provide excellent guest service to all resort guests. Housemen also provide guests with clean and comfortable lodge rooms, cottages and villas, while maintaining all public areas to the resort standards.

DUTIES AND RESPONSIBILITIES:

General Responsibilities for Housekeeping:

- Provide exceptional guest service
- When operating golf carts you must follow all signs and speeds.
- To turn in all *Lost and Found* items to the housekeeping office daily.
- To ensure all keys and radios are signed out and in before leaving your shift daily.
- To report to work well groomed with a clean uniform and your name tag on at all times when on duty.
- To develop and maintain an excellent working relationship with all departments and personnel.
- To perform additional tasks when required by your Manager.

Houseman:

- Cleans and maintains all public areas to the Resort standard.
- Sweep, wash, mop, scrub, vacuum and wax floors.
- Remove scraps, dirt, heavy debris and empty waste containers.
- Wash windows, interior walls and ceilings.
- Clean and disinfect washrooms and fixtures.
- Liaise with all departments to ensure total guest satisfaction.
- Assist supervisors with monthly inventories.
- Clean out BBQ's in cottages and villa as required daily.
- Clean out fireplaces in cottages and villa's.
- Deliver supplies and linens as required by the supervisor.
- Help Bellmen with bags as requested by supervisor.

Janitorial:

- Provide deep cleaning to various departments.....

JOB REQUIREMENTS:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Must possess basic computer skills.
- Many work tasks are performed outdoors.
- Must be able to exert well-paced ability to reach other departments of the hotel on a timely basis.
- Must be able to lift up to 30 lbs. occasionally.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. occasionally.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning/inspection tasks.
- Must have valid Novice (BC) drivers license (or license of equivalent rank)
- Able to work efficiently without supervision