



Property: The Glen Club

Staffer Name:

Department: Rooms

Reports to: Hotel and Clubhouse Manager

Direct Reports: N/A

Position Status: Full-time or Part-time

Job Description

Essential Duties and Responsibilities

- Clean all guestrooms
- Stocks room attendant's cart, hand caddy and storage rooms
- Strips and remakes beds with fresh linen
- Empties wastebaskets and ashtrays
- Wipes all window sills, walls and light switches
- Vacuums rooms and hallways
- Dusts all furniture and fixtures
- Checks lamps for burned out light bulbs
- Puts comment card and room service menu on desk; makes sure all phone books are in place
- Checks drapes for missing hooks
- Wipes mirrors and windows
- Checks heating/air conditioning unit for proper operation
- Changes mattress pads and blankets if needed
- Restocks all stationary
- Cleans and sanitizes bathroom including toilets, tiles, tub, shower walls and curtains, sink and fixtures
- Cleans walls, baseboards and floor
- Restocks towels, wash cloths, soap, glasses and other supplies and amenities
- Reports when guestrooms are clean and ready for sale
- Washes, dries and folds laundry
- Perform other duties as appropriate.

Education/Qualifications/Certifications

- High school preferred.
- 1 year applicable custodial experience
- Demonstrated quality interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Position Physical Requirements

Must have the ability to:

Uniquely dedicated. Distinctly different. Custom Property Management

- Read and write (English)
- Communicate verbally with staff members with or without the use of two-way radios.
- Give and/or follow verbal and written instructions
- Visually inspect all work areas
- Operate vehicles and equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

Supervises

None

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

Position Description Acknowledgement

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member _____ Date _____

Supervisor _____ Date _____