

Employee Requisition Form

Position to Be Filled: Houseperson

Purpose: The Houseperson is responsible for achieving and maintaining an exceptional level of cleanliness throughout the public areas of the Hotel.

Required Qualifications / Essential Duties:

- Maintains clean, neat and orderly appearance of public areas by cleaning furniture, polishing glass and mirrors, dusting and / or polishing elevators, planters, framed pictures and other furnishings located in the public areas of the Hotel.
- Sweeps, vacuums, mops, scrubs and polishes floors, hallways and stairs, strips floors, waxes floors, shampoos and extracts dirt from carpets.
- Routinely inspects work areas identifying cleaning needs, potential safety hazards, problems or repair needs and notifies proper departments.
- Removes trash and dirty linen from public areas and guest rooms.
- Delivers special requests from Housekeeping Department to guest room, such as cribs, roll away beds, extra linen.
- High School Diploma or GED required
- Must be able to demonstrate all aspects of hospitality, professionalism, prompt and courteous service, with extreme attention to detail.
- Bi-lingual helpful.

Reports To: Housekeeping Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted