

# Employee Requisition Form

**Position to Be Filled:** Houseperson - part time

**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:** Supervisor

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** less than 26

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted