



## *Employee Requisition Form*

**Position to Be Filled:** Houseperson

**Purpose:** : Responsible for maintaining the public areas of the hotel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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, shampoo and extracts dirt from carpets
- Routinely inspects work areas, identifying cleaning needs, potential safety hazards, problems, or repair needs.
- Removes trash and dirty linens from public areas and guest rooms.
- Maintains an adequate supply of linens, cleaning chemicals and amenity inventories, advising supervisor of reordering needs as supplies get low; organizes storage shelves in the storerooms.
- Stocks Room Attendant storage with an adequate supply of appropriate products.
- Delivers special request from Housekeeping Department to guest rooms, such as cribs, roll away beds, or extra linen.
- Properly tags lost and found items and delivers them to the Housekeeping Office for storage.
- Performs other special projects as deemed necessary by supervisor(s).
- Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- Previous Hotel/Motel experience preferred.
- Any other duties as assigned.

**Reports To:** Housekeeping Supervisor  
**Starting Rate of Pay:** D.O.E  
**Approximate Hours:** 40  
**Filling Deadline:** Open Until Filled

