



PUBLIC AREAS HOUSEPERSON HOUSEKEEPING

RESPONSIBILITIES:

- Maintaining the cleanliness of all public areas (lobby, promenade, trefoil washrooms, clubhouse, administration office, accounting office, etc)
- Responding to guest calls during shift (deliveries, assisting other departments when necessary, etc)
- Maintaining cleanliness of all P.A. closets
- Reporting maintenance deficiencies
- Ensuring that all equipment is maintained and in good working order
- Assisting and maintaining quality during large hotel functions
- Reviewing daily function activity to ensure all necessary time lines are met
- Attending communication meetings
- Ensuring all duties assigned are completed
- Maintaining and waxing lobby floors and all dance floors
- Adhering to the hotel's vehicle handling and safety policies while driving hotel and guest vehicles May be required to perform other duties within the housekeeping department

PHYSICAL DEMANDS:

**Standing: 6-8 hrs/day; sitting: 0-2 hrs/day;
walking: 6-8 hrs/day; bending/reaching: 4-6
hrs/day; pushing/pulling: 2-4 hrs/day;**

physical effort: moderate, does not lift more than 50 lbs; visual effort: moderate, detail oriented; environmental stress: high - chemical use, responding to a variety of guest calls.

QUALIFICATIONS:

- Trustworthy, reliable, responsible and dependable
- Must be flexible and able to work all shifts
- Previous housekeeping & janitorial experience an asset
- Must be in good physical condition
- Good departmental and interdepartmental communication skills
- Must be self-motivated and able to work without supervision
- Must be well organized with strong prioritising and time management skills
- Must possess a valid Alberta Drivers License**
- Must meet the minimum expectations of the Heart of House perceiver interview