



House Person Position Description

Position Title: House Person

Reports to: Executive Housekeeper

Position Summary: Responsible for maintenance and cleanliness of the Clubs public areas, guest rooms and offices.

Essential Functions:

- Comply with and perform all duties and responsibilities as outlined in House Attendant Guidelines.
- Clean all public areas in the prescribed manner, while following safety and security procedures and regulations to include but not limited to: hallways, elevators, service areas, stairwells, walls, windows, sills, bathrooms, etc
- Refurnishes restroom with supplies, towels etc., as required.
- Remove soiled linens, terry, and trash from the rooms, hallways, and service areas, and take to appropriate locations in prescribed manner
- Stock linen, terry and needed supplies in housekeeping closet as outlined in House Attendant guidelines
- Aid room attendants and supervisors as needed (i.e. stripping rooms, bed boards, refrigerator, moving furniture, rollaways, etc.
- Clean public restrooms and stock with supplies; clean public elevators(inside and out)
- Cleans rooms, hallways, lobby, lounges, restrooms, corridors, elevators, stairways, and locker rooms and other work areas.
- Clean offices and banquet areas
- Maintain carpets (vacuum, spot clean, bonnet and/or extract)
- Maintain marble and hard flooring and stairs (sweep, mop, wax, buff, neutralize, grind and paste)
- Maintain cleanliness of chandeliers, light fixtures, metal work, furniture and vents
- Remove and hang draperies as required.
- Deliver all guest requested items in a timely manner.
- Shovel snow and/or spread rock salt on sidewalks in front of the Club.
- Abides by key control policies and Lost and Found procedures.
- Knows and complies with all company policies and procedures pertaining to this position.
- Abides by regulations set forth by the material safety data sheets when using chemicals.
- Performs all other duties as assigned by employer.

Qualifications and Skills:

Education: Any combination of education and experience equivalent to graduation from high school or that provides the required knowledge skills and abilities.

Experience: Prior housekeeping or laundry attendant experience is a plus.

Additional Skills: Good communication skills, professional demeanor, ability to read and comprehend instructions. Physical demands for this position require the person to perform bending, reaching, walking, lifting and carrying motions on a frequent basis. The ability to exert a minimum of 30lbs of force occasionally is required.