

Janitorial Attendant

POSITION SUMMARY:

Responsible for performing custodial duties, refreshing guest rooms if needed, and other misc. duties in order to ensure the hotel is maintained in a healthy, safe, and sanitary manner while providing excellent customer service. Also, to act as support to Housekeeping Management in assuring all activities of the hotel are met to the highest levels of cleanliness and guest satisfaction are maintained

ESSENTIAL JOB FUNCTIONS:

1. Manage inventory par levels of all items needed for the department. Re-stocking when necessary and communicating any pertinent information to Executive Housekeeper
2. Ensure proper usage of chemicals and cleaning supplies by monitoring usage, ensuring proper labeling of hazardous supplies in accordance with hotel Hazmat program.
3. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors, fixtures, and all services.
4. Service public areas including public restrooms, restaurant, guest rooms, wine tasting rooms, etc. Duties include: dusting furniture, replenishing supplies, vacuuming, mopping, and emptying waste baskets.
5. The use of heavy machinery and chemicals when necessary
6. Clean building floors by sweeping, mopping, scrubbing, buffing, stripping/sealing/waxing, or vacuuming
7. Spot clean or shampoo carpets
8. Move heavy furniture, equipment, or supplies, either manually or by using hand trucks
9. Open contact with all departments through verbal, written, and work push-to-talk phone
10. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
11. To provide additional help within the department when needed
12. Physical demands include bending, twisting, lifting, pushing and pulling, kneeling and grasping

JOB QUALIFICATIONS:

1. Ability to understand documentation to include but not limited to chemicals and hazardous material items for the purpose of this position.
2. Ability to lift and/or move 50 pound objects to include but not limited to supplies, furniture, machinery, etc.
3. Ability to perform basic mathematical skills relating to this position.
4. Ability to communicate both orally and in writing to both internal and external customers.
5. Ability to operate and maintain all machinery that is related to this position (including: carpet extractors, buffer, floor scrubber, etc)
6. Posses a positive service oriented attitude toward our guests, our employees and our company.
7. Ability to work independently and unsupervised for long periods during the shift.
8. All other duties as assigned by management

GROOMING:

1. All employees must maintain a neat, clean and well-groomed appearance.
2. Uniforms for this position will be provided

PHYSICAL REQUIREMENTS

1. Continuous standing, walking, reaching above the shoulder, bending, pushing, pulling and carrying.
2. Standing for long periods of time, walking constantly on various surfaces
3. Climbing occasionally on stairs or step ladders.
4. Lifting up to 50#

ENVIRONMENTAL SETTINGS

1. Safety requirements, adhere to company property and department safety standards and procedures at all times.
2. Exposures to cleaning chemicals
3. Operation of equipment and tools

SUPERVISOR:

The room attendant will report to the Executive & Assistant Housekeeping Managers

