

**THE RESORT AT PORT LUDLOW
JOB DESCRIPTION**

FLSA: Hourly

POSITION TITLE: ROOM CLEANER

DIVISION/DEPARTMENT: ROOMS / HOUSEKEEPING

REPORTS TO (TITLE): General Manager

SUPERVISES: NONE

DATE (Revised): 2/26/02, 3/13/02, 5/6/02, 6/26/02, 7/23/04, 5/11/05, 3/23/07, 7/25/07, 9/18/08, 2/27/12, 6/25/12

BASIC FUNCTION:

Clean rooms and public spaces in accordance with Resort standards and as assigned by the departmental manager or designee.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

- Excellent Customer Service.
- High School diploma or equivalent preferred.
- Work well with coworkers.
- Must be a US citizen or have green card.
- Must be able to speak conversational English.
- Must have strong organizational skills.
- Be able to work independently.
- Be able to work well with others.

ESSENTIAL FUNCTIONS:

- Clean guestrooms. Cleaning duties must leave room free of dust, dirt, litter, hair, lint, carpet spots, spills or spots on walls, water spots on chrome fixtures, smudges on mirrors, mildew, trash under the beds. Duties include vacuuming, dusting, wiping and washing bathroom floors, tubs, sinks, showers and toilets.
- Replace soiled bathroom linens with clean ones.
- Replenish guest rooms with sundry items.
- Beds should be made in a neat wrinkle-free condition.
- Verify all appliances are operational.
- Perform all job duties in accordance with company safety standards.
- Prepare work orders and advise Housekeeping Lead of maintenance repairs.
- Be able to carry 25 pounds on a regular basis.
- Be hospitable to guests at all times.
- Do not knock on occupied rooms any earlier than 10:00 am to enter for cleaning.
- Report any safety/security threats to Housekeeping Lead.
- Do not permit entry into a room while you are working in that room.

MARGINAL FUNCTIONS:

1. Assist with inventories.
2. Attend monthly staff and training meetings.
3. Restock housekeeping cart and caddies each day.
4. Aid in the implementation of new systems, procedures and policies.
5. Assist in the training of new employees.

6. Uphold the company's Mission/Vision/Values.

ENVIRONMENT:

This is a physically demanding position. You may have to carry all of your cleaning supplies, linens and equipment up and down stairs, on sidewalks outside, and sometimes for a considerable distance. This will need to be done regardless of weather conditions. There are multiple types of units that require cleaning. You will generally work with another unit cleaner however, frequently may be expected to work alone. Exposure to various cleaning compounds, chemicals, and industrial strength solvents is involved.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking				X
Bending Over				X
Crawling			X	
Reaching				X
Crouching				X
Kneeling				X
Balancing				X
Pushing/Pulling				X
Lifting/Carrying				X
10lbs or less				X
11lbs to 25lbs				X
26lbs to 50lbs			X	
51lbs to 75lbs		X		
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE