

**COEUR D' ALENE INN AND CONFERENCE CENTER**

**HOUSEKEEPING**

POSITION: HOUSEPERSON

DEPARTMENT: HOUSEKEEPING

HOURS OF OPERATION: 8:00 A.M. UNTIL 3 P.M., SEVEN DAYS A WEEK

**ESSENTIAL FUNCTIONS:**

- Vacuuming and cleaning hallways
- Cleaning vending area and mopping floors
- Cleaning and stocking all linen rooms
- Cleaning Housekeeping Office
- Working with various cleaning agents
- Assisting guest with luggage
- Making Guest room deliveries
- Following any other procedures as directed by the Executive Housekeeper's manual
- Occasionally lifting up to 50 or more pounds.
- Anticipating and communicating Guest needs
- Positive, energetic, and helpful attitude towards fellow employees and Guests
- Assist in other departments when the need arises

**REQUIREMENTS:**

- Must pass a background check
- Full adherence to uniform requirements
  - Shoes in good repair, clean and polished
  - Nametag worn always
  - Clean, crisp uniform
- Full adherence to hygiene requirements
  - Women's hair is always pulled back away from face and shoulders
  - Men's hair cut and worn above the collar. Any facial hair neat and trimmed. Sideburns no longer than 1 inch

- Full adherence to other uniform and hygiene requirements dictated by hotel policy
- Punctual
- Follows all procedures and guidelines stated in the employee handbook

**PERSONALITY:**

- Willing to go the extra mile for the Guest
- A desire for teamwork and to do anything needed to assist co-workers in and outside of the housekeeping department