

COEUR D' ALENE INN AND CONFERENCE CENTER

HOUSEKEEPING

POSITION: NIGHT JANITOR

DEPARTMENT: HOUSEKEEPING

HOURS OF OPERATION: 10:00 P.M. TO 6:00 A.M. , SEVEN DAYS A WEEK

ESSENTIAL FUNCTIONS:

- Constant cleaning and upkeep of hotel area including, but not limited to:
 - Lobby Areas
 - Hallways
 - Restrooms
 - Pool Area
 - Office Areas
- Making Guest room deliveries
- Assisting guest with luggage
- Assisting in Guest room cleaning when needed
- Working with various cleaning agents
- Folding laundry i.e. sheets, towels, etc.
- Following any other procedures as directed by the Executive Housekeeper's manual
- Occasionally lifting up to 20 lbs.
- 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