

**General Position Information:**

This specific job description covers the basic functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

<b>DOL Overtime Status:</b> <u>Non-Exempt</u>	<b>Pay Type:</b> <u>Hourly</u>	<b>Location:</b> <u>Charter One</u>
<b>Employment:</b> <u>FT or PT</u>	<b>Base Pay</b> \$ _____ to \$ _____ hourly	<b>Department:</b> <u>Housekeeping</u>
<b>Workers Comp Code:</b> <u>9052</u>	<b>Level:</b> <u>Staff</u>	<b>Reports to:</b> <u>Executive Housekeeper</u>
<b>EEOC Class:</b> <u>9-Srvc Wrk</u>	<b>Benefit Class:</b> <u>(1)</u>	<b>Supervises:</b> <u>n/a</u>

**Position Summary:**

Cleans rooms and halls in hotel by performing the following duties.

**Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)**

- **Education/Training (or equivalent):**  H.S. Degree / GED    College Degree    Certification/License  
     ?    Minimum 9<sup>th</sup> grade education
- **Experience: (Type of work experience, min. number of years):**
  - Previous experience preferred.
- **Technical or Administrative Knowledge:**
  - Must be able to measure chemicals into spray bottles and buckets.
  - Must be able to anticipate equipment/supply need and evaluate thoroughness of cleaning done.
- **Special Skills and/or Abilities:**
  - Ability to clean a room in 25 minutes or less.
  - Maintains professional appearance and demeanor at all times.
  - Ability to meet US employment eligibility requirements and Charter One eligibility requirements.

**Physical Requirements and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

**Key to denote % of time requirements necessary to perform essential functions of this job.**  
**0% = Zero (O)    1-35% = Little (L)    36-70% = Moderate (M)    71-100% = Great (G)**

- **Physical Requirements:**    **Light:** Lifting 0-10 pds.    **Moderate:** Lifting 0-25 pds.    **Heavy:** Lifting 25+ pds.

G -Bending/stooping	G -Standing	G -Lifting	L -Color / Depth perception
G -Reaching above/below the waist	L -Kneeling	L -Taste/Smell	G -Fine hand & finger movements
G -Pushing/pulling movements	L -Sitting	0 -Typing	0 -Operate motor vehicle
L -Climbing stairs / ladders	G -Walking		M -Operate various equipment

- **Working Conditions and Schedules:**
  - G -Interacting with co-workers, vendors, and customers.
  - G - Subject to a variety of different work environments; hot, cold, steamy, wet, dusty, damp, slippery, smoky, etc.
  - L - Exposed to various noise levels (L= private office, M= showroom/service area, G= jackhammer/metal works/heavy equipment)
  - M - Exposure to harmful chemicals, odors and potentially infectious materials.
  - G - Working environment: non-private, varies from hotel office to guest rooms to common areas.
  - G - Available to works nights, weekends and holidays.

- **Necessary traits for this position:**  Seeing  Hearing  Talking\*  Reading\*  Writing\*
  - Basic comprehension of English language using the traits\* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.
  - Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc:  English  Spanish  French  Other \_\_\_\_\_

Job Description (continued)

**Job Functions, Unique Duties and Responsibilities:**

***Essential Functions include but not limited to the following:***

- Sorts, counts, fold, marks, or carries linens.
- Strips and makes bed.
- Sweeps, scrubs, waxes, and polishes floor.
- Cleans rugs, vacuums carpets, upholstered furniture, and draperies.
- Dusts and polishes furniture.
- Washes walls, ceiling, and woodwork.
- Washes windows, door panels, and sills.
- Empties wastebaskets, and empties and cleans ashtrays.
- Transports trash and waste to disposal area.
- Cleans bathroom and replenishes supplies.
- Replaces light bulbs in lamps or bathroom fixtures.
- Checks TV and radio for proper functioning.
- Cleans telephone ear and mouthpieces.
- Checks and cleans all dresser, desk and nightstand drawers.
- Checks all room paper work and replenishes as needed.
- Replenishes supplies such as drinking glasses and writing supplies.
- Assists guests with all needs and reports to supervisors any guest concerns, problems, or additional needs.
- Cooperates with other departments as needed to ensure coordination of activities.
- Maintains the desired levels of quality assurance ratings and inspection scores, including guest comment cards.
- Adheres to all safety procedures and reports any unsafe conditions to management.
- Attends department meetings and training as requested.
- Complies with all policies as described in the Charter One Employee Handbook.
- Other duties may be assigned based on company's needs.

**I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.**

Signature \_\_\_\_\_ Date \_\_\_\_\_