

HRC GROUP

HOUSEPERSON

POSITION SUMMARY:

The house person responsibility entails that you do a combination of the following tasks to maintain guestrooms, working areas, and the hotel premises in general in a clean and orderly manner.

DUTIES AND RESPONSIBILITIES:

1. Clean rugs, carpets and upholstered furniture using a vacuum cleaner, broom and carpet shampoo machine.
2. Clean rooms, hallways and restrooms.
3. Wash walls and ceiling, move furniture's and turn mattress.
4. Sweep, mop, scrub, wax and polish floor.
5. Dust and polish metalwork.
6. Collect soiled linen for laundering.
7. Receive linen supplies from floor shoots.
8. Maintain housekeeping carts.
9. Remove trash collected by room attendants.
10. Walk all assigned floors at beginning and end of shift to collect Newspaper bags, newspapers, trash, solid linen.
11. Pickup clean linen and refill the par stock of linen on each floor pantry.
12. Refill the par stock of guest amenities and supplies on each floor pantry.
13. Help the room boys / house maids with the heavy lifting when super cleaning / spring cleaning of rooms.
14. Clean all public areas in the prescribed manner while following department standard operating procedures.
15. Remove soiled linen and trash from the pool side and other service areas and take to appropriate locations in the prescribed manner.
16. Assist room boys / house maid with placing bed boards, roll-ways beds, extra bed etc.
17. Report missing / found articles, damage or merchandise problems to the housekeeping supervisors.
18. Respond at all times in a friendly, helpful manner to guests and other colleagues.
19. Take up any tasks assigned by the supervisors as and when needed.

PREREQUISITES:

Physical mobility and stamina required, Ability to follow instruction, Detail-oriented, Professional attitude is required, Ability to work independently.

EXPERIENCE: Previous hotel-related experience desired but not necessary

If you feel you are the right person for the please send your resume to jobs@hrc.com.au stating the position that you are applying for.