



**Position:** Houseman/ Housekeeper

**Reports To:** Housekeeping Manager

**Supervises:** No supervisory duties are included in this position

**Essential Functions:**

- Cleans and dusts rooms and furniture throughout the clubhouse, Golf shop, Bag room, and Fitness center (including restrooms)
- Cleans members' and employees' bathrooms and restocks supplies
- Vacuums carpets, sweeps and mops floors
- Sweeps patio area
- Empties all wastebaskets and ashtrays throughout clubhouse and transports to back dock
- Disinfects telephones
- Cleans and polishes brass
- Cleans office windows and glass on doors
- Reports any damage, burned out light bulbs and plumbing problems to the maintenance department or supervisor
- During events, greets members and guests in a friendly, courteous and helpful manner
- Makes sure work is completed before the end of the shift
- Washes and dries towels and massage linens
- Restocks clean towels in all the locker rooms and restrooms
- Picks up dirty towels and bathrobes for washing
- Perform all work-related duties as assigned by supervisor, Assistant General Manager, or General Manager
- Must, with the proper training, be able to operate the following equipment: Vacuum, sweeper, freight elevator, carpet cleaner, washer, dryer

**Interaction:**

Occasional Interaction: with members and guests

**Additional Responsibilities**

- Clean chairs, vacuum, and clean windows in Clubhouse dining rooms at scheduled times.
- Periodically checks restrooms during large events
- Must leave assigned areas restocked before end of shift
- Detail work must be done along with the routine during the shifts.

**Working Conditions:**

Occasionally exposed to extreme hot and cold temperatures

**Special Requirements:**

- Must possess an outgoing personality
- Must possess honesty and integrity
- Must always be courteous and tactful
- Must treat others with kindness and respect
- Ability to appear for work on time
- Ability to interact well with co workers
- Ability to understand and follow posted rules and procedures
- Ability to follow directions from a supervisor
- Minimal understanding and usage of English language
- Must be flexible with scheduled hours

**Physical Functions:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand, walk, climb stairs, balance stoop, kneel, crouch, crawl and/or sit up to eight hours per day.
- Use hands to finger, handle, or feel objects, tools and/or controls.
- Reach with hands and arms.
- Hearing and talking sufficiently to communicate with members and staff.
- Specific vision abilities include close vision, vision sufficient to read, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to push, pull or lift weights up to 50 lbs.
- Independent mobility through clubhouse.