

## **THE RESORT AT LUDLOW BAY**

### **JOB DESCRIPTION**

**FLSA: HOURLY**

**POSITION TITLE: HOUSEPERSON - VILLAS**

**DIVISION/DEPARTMENT: ROOMS / HOUSEKEEPING**

**REPORTS TO (TITLE): ASSISTANT GENERAL MANAGER**

**SUPERVISES: NONE**

**DATE (Revised): May 20, 2002, 8/22/07**

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**BASIC FUNCTION: Cleans decks and fireplaces, transports clean and dirty linen, stocks linen and supply rooms and assists housekeeping with assigned tasks.**

### **QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE**

- Customer Service oriented.
- High School diploma or equivalent preferred. – Must be 18 years or older.
- Previous housekeeping or maintenance experience preferred, but not required.
- Carpet and Floor care experience helpful
- Must work well with coworkers.
- Must be a US citizen or have green card.
- Must be able to speak conversational English.
- Strong organizational skills are essential
- Able to work independently.
- Valid Washington State Driver's License

## **ESSENTIAL FUNCTIONS**

- Clean fireplaces, decks and windows
- Transport clean and dirty linens
- Stock linen and storage rooms as required.
- Assist housekeeping and maintenance departments tasks as needed
- Clean floors and carpets as requested.

### **MARGINAL FUNCTIONS:**

1. All other duties as assigned by Management

### **ENVIRONMENT:**

This is a physically demanding position. You may have to carry all of your supplies, linens and equipment up and down stairs, on sidewalks outside, and sometimes for a considerable distance. This will need to be done regardless of weather conditions. There are multiple types of units that need to be serviced. You may work with another employee but frequently you may be expected to work alone. This position does most of the heavy lifting and moving that the maintenance and housekeeping departments need.

**POSITION ANALYSIS/SPECIFICATIONS**

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking				X
Bending Over				X
Crawling			X	
Reaching				X
Crouching				X
Kneeling				X
Balancing				X
Pushing/Pulling				X
Lifting/Carrying 10lbs or less				X
11lbs to 25lbs				X
26lbs to 50lbs				X
51lbs to 75lbs			X	
76lbs to 100lbs		X		
Over 100lbs		X		
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X

Far Vision				X
Color Recognition				X
Hearing				X

## ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	



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**IMPORTANT DISCLAIMER NOTICE:**

**The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.**

**I have read the above Position Guidelines and Position Analysis/ Specifications and testify that I am able to perform the essential job functions for this position.**

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**NAME DATE**