



TETHEROW

BEND OREGON

POSITION DESCRIPTION

Position	Houseperson
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Reports To	Housekeeping Manager
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Position Purpose	We are looking for Housepeople that will assist and support our Room Attendants to ensure the cleanliness of our lodge and vacation house guest rooms.
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General Description of Duties and Responsibilities:

- Assist room attendants with heavy lifting and trash removal
- Responsible for bringing dirty linen to the laundry
- Ensure that linen closets are stocked with all guest room supplies and collateral
- Maintain proper allotment of linens in linen closet
- Responsible for cleanliness of linen closets including sweeping and mopping
- Reporting any safety hazards and practicing company safety standards
- Responsible for removing dirty linen and trash from vacant rooms
- Remain alert, courteous and helpful to guests at all times
- Responsible for bagging ice and stocking ice chests on each floor
- Reply to guest's questions and handle their concerns
- Transport dirty linen to laundry (this will require operating and driving a golf cart or linen truck)
- Perform other related tasks as requested by supervisor
- Respectfully participates in a team environment

Experience / Education / Certification Requirements:

- Previous hotel or resort experience is preferred but not required.
- Ability to support a team to reach common goals
- Ability to work under pressure and deal with stressful situations during busy periods
- Must be able to solve problems quickly and accurately and follow directions thoroughly
- Expected Work Week – 32-40 hrs. / week

Physical Requirements:

- Ability to speak and hear clearly
- Close and distant vision

- Identify and distinguish colors
- Ability to operate and drive a golf cart or linen truck, clean driving record required
- Ability to clean, stoop, kneel, grasp, lift, push and pull weights up to 60 lb

Working Conditions:

- Both indoor and outdoor settings
- Will be doing a variety of physical duties throughout the day
- Schedules will vary to include holidays, weekends and extended hours as business dictated