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## **JOB DESCRIPTION**

**POSITION TITLE:** HOUSEPERSON

**REPORTS TO:** FOOD & BEVERAGE MANAGER

**FLSA CLASSIFICATION:** NON-EXEMPT

### **POSITION OVERVIEW**

This position is responsible for making the club and surrounding buildings look as neat, clean and tidy at all times. This position will have a front facing role with the members and must do what they can do support membership along with any guests. The Houseperson will provide janitorial and maintenance support to all facilities and make sure meeting rooms are well equipped and neat.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Straighten up the rooms of the clubhouse and surrounding areas so it looks clean, tidy and inviting
- Vacuum the rooms and hallways of the clubhouse and surrounding buildings
- Clean and sanitizing the bathrooms – replacing toiletries and towels
- Restock of food, drink or cleaning items
- Remove trash from the Clubhouse and all surrounding buildings
- Tend to the laundry of employee uniforms, sheets and towels
- Report missing/found articles, damage or problems to Club Manager
- Follow all rules and regulations established in The Springs Employee Handbook

### **REQUIREMENTS**

- Possesses a sense of urgency; is self-motivated and detail-minded
- Strong knowledge of communication practices and techniques
- Outstanding written and verbal communication skills
- Good organizational, planning and coordination skills
- Ability to multi-task and re-prioritize as needed
- Proactive approach in resolving problems and issues
- Must have a valid driver's license

## **EDUCATION AND EXPERIENCE**

- High School education or equivalent work experience preferred
- Previous housekeeping experience preferred

## **PHYSICAL DEMANDS**

- Good physical condition is required
- Must be able to walk extended distances and work in varying outdoor conditions (extreme heat, dry, wet, cold)
- In addition, must be able to move and lift objects not exceeding 50 pounds
- Occasional exposure to chemical cleaning products
- Repetitive movement- standing, walking, twisting, turning, bending, squatting, stooping, sitting

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description

### **Equal Opportunity Employer**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.