



## THE FORT GARRY

### JOB DESCRIPTION

**DEPARTMENT:** Housekeeping    **POSITION:** Houseman (Public Area)

Reporting to the **Executive Housekeeper** is responsible for the following:

#### **Duties and responsibilities:**

- Responsible for maintaining washrooms in Lobby washrooms, mezzanine, The Club, Salons, 7<sup>th</sup> Floor, Grand Ballroom 4<sup>th</sup> and 5<sup>th</sup> Floor:
  - ✓ Wash, clean and sanitize toilet bowls, urinals, sink and mirrors, and high touched areas
  - ✓ Refill toilet paper, sanitary dispensers, paper towels, hand soaps, toilet seat cleaner, etc
  - ✓ Mop floors
- Reports defects or any out of order, busted lights that need to be reported to maintenance department
- Responsible for maintaining guest and freight elevators cleanliness  
Including wiping down walls, elevator buttons, moping elevator floor and sanitize elevator buttons
- Polish brass in staircase and front steps
- Maintain the lobby cleanliness through using scrubber machine
- Vacuum hallways, lobby & elevator areas and floors
- Shampoo carpets in hallways and function rooms using a shampooer machine.
- Attend to emergencies concerning leaks, and able to use a wet vacuum
- Empty garbage in public areas and transfer it to the compactor and bin.
- Do a walk through around the hotel to pick up garbage
- Using power washing machine of front steps
- Put away delivery boxes as it arrives
- Deliver stocks in floors
- Deliver guest requests such as cot bed, fridge, cribs etc.
- Move furniture in rooms as requested
- Able to use machines during detail cleaning such as stripping the floor and waxing in marble floor areas (e.g. lobby and Ten Spa)

#### **Qualifications, Skills, Experience required:**

##### **Education:**

High school graduate

##### **Experience:**

Experience in cleaning in buildings or related for at least 1 year