

Job Description for: **Hotels Housemen (Seasonal)**

Reports to: Housekeeping Supervisor, Duty Manager and General Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

**Hotels Pre Season Duties**

- Check all keys are correct and function easily
- Cut all required keys
- Check all telephones are hooked up and numbers are correct
- View all unit types
- Assist in cleaning of hotel for opening
- Develop a good understanding of village layout and be able to give directions to all units in rental pool
- Be able to supply the guest with all information that they need to be able to enjoy their stay
- Any other reasonable request as made by a Central Reservations Manager

**Housemen Duties**

- Clean and maintain common areas within the hotel
- Shovel snow in walkways and emergency exits
- Hottub maintenance
- Minor maintenance issues
- Assist with bellman duties
- Ensure housemen room is kept clean, tidy and organized at all times
- Assist housekeeping staff with laundry removal and unit cleaning
- Clean and maintain lobby, entrance doors and bell trolleys including snow removal
- General Office errands
- Assist guests with general questions and enquiries
- Assist Front Desk during periods

**Other**

- Maintain clean and tidy appearance
- Maintain clean and tidy work area
- Assist in Front Desk daily clean up
- Any other reasonable requests as made by a Central Reservations Manager