



Job Description

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| Position: Maintenance House Person | Created: Aug. 2020 |
| Reports To: Director Food & Beverage | Last update: Jan. 23, 2023 |

Position Summary

The house person, under the direction of the Maintenance Supervisor and Food & Beverage Director, will primarily be responsible to adhere to all appropriate workplace regulations and legislations regarding health and safety, accommodation standards and company policies and procedures. The goal of this position is to help maintain a clean, sanitary, and orderly environment for our members and guests here at The Cataraqi Golf & Country Club.

Key Responsibilities:

- Clean and maintain entire facility; including every area of the Clubhouse, parking lots, patios and other assigned areas of the golf course facilities that are exterior to the Clubhouse; includes but not limited to vacuuming, sweeping, mopping, shoveling, de-icing, etc.
- Check and ensure that all rooms are cared for and inspected according to hygiene, safety and tidiness standards. Assist in cleaning washrooms.
- Perform all assigned tasks in a productive and timely manner, as directed by supervisor
- Notify supervisor of any maintenance and safety issues that arise - damages, deficits, and disturbances
- Advise supervisor regarding inventory levels of cleaning products, paper supplies and other supplies used and distributed by the house department
- Maintain and complete cleaning checklists according to existing cleaning standards
- Ensure coffee stations are serviced in the Clubhouse during hours when Food & Beverage staff are not scheduled
- Answer the Clubhouse telephone when Administrative or Food and Beverage Staff are not scheduled
- Perform laundry services for the facilities
- Perform shoeshine service to the members of the Club
- Assist the Food and Beverage department in receiving shipments and as needed, the administrative department in lifting and moving archival items,
- Adhere to all rules and regulations regarding legislation and Club policy
- Other duties as assigned

Work Environment/Physical Effort

- Ability to endure physical exertion, ability to lift, push and pull required loads
- Exposure to hot and cold weather
- Standing and walking for extended periods of time



- Ability to be active for a full shift

Work Hours

- Varies according to the Club's needs and can include occasional overtime, evenings, weekends, and holidays to accommodate the needs of the Club
- Shifts may begin early in the a.m. or extend late into the p.m.

Education /Work Experience

- Previous work experience in housekeeping, maintenance and cleaning is an asset
- Proven ability to work in a productive and efficient manner and to take initiative to suggest improvements to productivity in a safe and cost-effective manner
- Knowledge of safe cleaning equipment operation

Skills & Knowledge

- Attention to detail and time management skills
- Strong work ethic and positive team attitude
- Good problem-solving and communication skills
- Highly organized with a strong focus and commitment to quality
- Reliability
- Willingness to learn and adapt
- Teamwork and cooperation to complete a job
- Ability to interpret and implement company policies and procedures
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment, interacting with people in a friendly and professional manner

Sign Off

I have reviewed this Job Description, understand it, and agree that it is an accurate summary of my duties. I also acknowledge that I was given the opportunity to have any questions regarding my description clarified.

Maintenance House Person

Date

Director of Food & Beverage

Date