

# Lilly's On The Lake

## Overnight Janitor & Repairmen Position Job Description

This is a full-time position, and as such, hours and days to work WILL fluctuate up to and including weekend and holidays. To perform this job successfully an individual must be able to perform each essential duty to a satisfactory standard. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate in English with guests, co-workers and management to their understanding.
- Ability to count
- Ability to read and write legibly
- Ability to work cohesively with co-workers as part of a team
- Ability to communicate in a second language, preferably Spanish
- Familiar with proper sanitation regulation
- Knowledge of proper chemical handling
- Basic Expectations: Have a high degree of self-motivation and the ability to work independently.
- Ability to work under pressure in a demanding environment.
- Bright and organized, detail oriented, confident and efficient person with great people skills and a can-do attitude.
- Reasoning Ability: Must be able to apply common sense to carry out simple written or verbal instructions.
- Must be able to work with minimum supervision.

### **Responsibilities**

- After each guest vacates a room, all surfaces and areas must be properly cleaned and disinfected.
- This includes objects such as toilets, counter tops, bathtubs, showers, and eating surfaces.
- Dusting and Polishing.
- Furniture and other woodwork in each room must be dusted regularly
- Additionally, applying furniture polish to certain items may be required
- Light fixtures and ceiling fans also must be dusted
- Depending on the floor surface, sweeping, vacuuming, or mopping may be needed
- At times, carpets may need to be shampooed
- Organizing and Stocking
- Hotels provide various items to their guests for convenience, such as soap, shampoo, conditioner, lotion, coffee and tea supplies, and stationery
- Housekeepers must know which items should be in each room and restock them as needed
- Changing Linens and Towels
- Housekeepers must remove soiled linens and towels from the room, replacing them with clean items
- This requires putting clean sheets on all beds in the room and replacing bathroom towels with a sufficient type and quantity
- Removing waste from wastebaskets and ashtrays and disposing of it properly
- Transport garbage containers from kitchen and work areas to dumpster; empty and clean according standards.

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- Transport garbage containers from kitchen and work areas to dumpster; empty and clean according standards
- If the waste is hazardous, requires following Occupational Health and Safety rules and regulations for disposal
- Adhere to recycling regulations
- Maintain Cleanliness of all Dining Utensils
- Responsible for making sure all plates, glasses, bowls and silverware are perfectly cleaned between uses by using an industrial dishwasher and then hand polishing to remove leftover smudges
- Stock kitchen lines with designated cleaned wares, utensils and equipment
- Clean spills in kitchen and work area immediately
- Clean and sanitize pots, pans, utensils and other kitchen equipment
- Maintain Cleanliness of Kitchen and Storage Areas
- Make sure the kitchen and storage areas are kept clean at all times
- This includes cleaning industrial kitchen appliances, such as stoves, grills, freezers and ovens etc
- Organize and restock work areas for the next shift as specified in departmental standards
- The kitchen must meet health and safety standards at all times
- Assist With Food Storage, Rotation and Preparation
- Responsible for food preparation
- This includes things like preparing fresh salads, grilling, garnishing dishes and adding fresh salt or pepper according to customer taste
- Occasional ascending or descending ladders, stairs and ramps
- Perform other duties as requested