

Job Description for: **Hotel Housekeeping (Seasonal)**

Reports to: General Manager, Housekeeping Supervisor and Duty Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

Pre Season Duties

- Clean and set up all guest rooms for opening
- Clean all common areas for opening
- View all unit types in building and understand amenities in building
- Understand how everything operates in guest room ie. Fireplace, windows, etc.
- Make sure all keys are correct and function
- Understand the mountain and village layout and be able to give directions
- Perform any laundry duties
- Any other reasonable request as made by a Central Reservations Manager

Housekeeping

- Clean and maintain guest units while keeping up with standards set by the Housekeeping Supervisor and General Manager
- Clean and maintain hotel common areas while keeping up with standards set by the Housekeeping Supervisor and General Manager
- Perform any laundry duties
- Stock and maintain any housekeeping supply rooms
- Ensure high level of customer service is maintained at all times
- Assist guests with all questions and reasonable requests
- Ensure accurate information is provided to all clients with respect to all Big White and Central Reservations products

Other

- Maintain clean and tidy appearance
- Maintain clean and tidy work area
- Any other reasonable requests as made by a Central Reservations Manager