



## Job Description

Job title	Housekeeping Attendant
Reports to	Housekeeping Manager

### Job purpose

- To complete housekeeping duties in a clean, safe and inviting environment for Corpus Christi Athletic Club members.

### Duties and responsibilities

As a Housekeeping Attendant, you will perform daily duties including, but not limited to:

- Understand the company's policy on work shifts, member possessions, and privacy issues.
- Provide basic housekeeping duties including but not limited to vacuuming & mopping floors, cleaning mirrors, restocking supplies, dusting, disinfecting equipment, cleaning restrooms and offices.
- Shampoo carpets as needed.
- Maintain a positive relationship with employees and guests.
- Monitor and report on the inventory of cleaning supplies.
- Respond to calls for housekeeping problems, such as spills and or various accidents.
- Collect and remove trash and debris
- Assist with laundry management, including washing, drying, folding and stocking towels.
- Report, turn in and log all lost and found items
- Clean upholstered furniture
- Perform detailed deep cleans when required

It is your responsibility as a housekeeping attendant to:

- Complete all daily, weekly and monthly duties in a timely and thorough manner.
- Sign the Daily Duties Sheet before you leave declaring all duties have been done.
- Guarantee housekeeping duties exceed expectations.
- Complete Shift Responsibilities.
- Represent the Corpus Christi Athletic Club with professionalism and integrity.
- To be in appropriate, clean Corpus Christi Athletic Club uniform.
- Follow the Corpus Christi Athletic Club Core Values, Mission Statement, and Service Standards.

### Qualifications

- Must be at least 18 years old.
- Must hold current First Aid and CPR certifications.
- Must possess good organization and communication skills.
- Must be highly self-motivated and able to complete tasks unsupervised.
- Must exhibit the following characteristics:
  - Positive attitude
  - Professional

- Outgoing
- Team player
- Able to work independently
- Patient
- Friendly
- Take pride in work
- Dependable

#### **Working conditions**

Housekeeping attendants will be employed part time (at least 10 hours per week) or full time (no more than 40 hours per week) including weekdays & weekends.

#### **Physical requirements**

- Must be able to stand for periods of time and meet physical requirements for cleaning areas of the club.
- Must be able to work quickly with a positive attitude.
- Must be able to stay friendly, focused, and willing to assist members at all times.

#### **Direct reports**

Housekeeping Manager, Assistant General Manager, General Manager

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