



JOB POSTING

Date of Notice: November 15th, 2018

Position Title: **HOUSEPERSON**

Location: Bandon Dunes Golf Resort

Reports To: Housekeeping Managers

Closing Date: Until Filled

Respond To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Rd. Bandon, OR 97411
Fax: (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

The Houseperson is responsible for pick up & delivery of linen, maintaining par levels, and proper placement of all stocked items in closets around the property. Making sure all dirty linen & trash, etc. are delivered to their proper locations in a timely manner for processing. This position will assist housekeepers in their duties and be trained in resort cleaning standards. Housepersons handle various errands & special duties for Guests, Housekeeping and other Departments.

Essential Duties and Responsibilities:

- Receive linen shipments and give accurate count information on linen, supplies, etc.
- Daily vehicle inspections on various vehicles, washing & maintaining proper records.
- Stock closets with linens, supplies, and place amenities such as rollaway beds back in their proper locations.
- Safely operate large vehicles such as passenger vans or delivery trucks and all of their components such as lift gate, linen bins etc.
- Take inventory of various items needed by management to keep supply levels appropriately stocked.
- Move Items around the property such as removing beds & furniture for carpet cleaning etc.
- Perform special duties such as carpet cleaning in guestrooms to assist guests with special needs or assist other departments as required.
- Ability to prioritize and organize work assignments.
- Enforce resort standards, policies and procedures as necessary.
- Demonstrate ability to be able to work under pressure and meet required deadlines.
- Assist Leads/Supervisors with room inspections when needed.
- Other tasks as assigned.

Qualifications:

- Previous experience as a houseman or in housekeeping with experience with the operation of large delivery trucks and their components.



- High School Diploma or equivalent preferred.
- Must have the ability to read and interpret documents, memos, communication log, safety rules, operating and procedure manuals.
- Must be 18 years of age or older, have a valid driver's license, driving record in good standing and to resort standards.
- Demonstrate quality interpersonal communications skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 30 lbs occasionally, 20 lbs frequently, and 10 lbs constantly
- Required to pass drug screening.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application and/or cover letter and resume to the address shown above prior to the closing date.

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