



## **JOB POSTING**

**Date of Notice:** February 20, 2019

**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](mailto: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.*

**Bandon Dunes is an Equal Opportunity Employer**