



Ski Club of Victoria

Job Description

HOUSEKEEPING ROOM ATTENDANT

Reports to: Housekeeper Manager

Position Overview:

- To work as part of the Housekeeping team to ensure the standards of cleanliness and guest care outlined by Club policies and procedures are met.
- Ensure security of guest rooms and keys.
- Assist in the daily cleaning of bedrooms and designed staff and public areas to maintain standards
- Ensure the safe and effective use of cleaning materials and equipment as specified by the manufacturers and procedures manual.
- Ensure the correct handling of guest laundry and lost property
- Respond to special requests with a sense of urgency.
- Ensure VIP rooms have correct amenities as requested by Front Office.

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