



BLACK ROCK
OCEANFRONT RESORT

Job Description: **Houseman**

Department: **Housekeeping**

Job Summary

The Houseman has cleaning tasks that take them to all areas of the hotel. The job tasks may vary, but will include cleaning of common areas, assisting in cleaning of hotel suites, and relaying of supplies to housekeeping and other departments. Internal and external customer service is essential in the successful performance of this position.

Competencies Required

Education/Experience

- Previous cleaning experience is an asset

Skills

- Excellent Customer Service
- Excellent Verbal, Listening, and Written Communication Skills
- Ability to Multi-Task and Work Under Pressure
- Flexible Work Schedule
- Physically Fit, Able to Lift/Move up to 50 lbs.

Job Outline

- Sign in and out with including your lunch or dinner break while on duty.
- Receive assigned worksheet, keys and any special instruction from Housekeeping Manager for any priority task.
- Ability to clean the tasks within the worksheet within 8 hour shift.
- General cleaning and maintaining of the common area within the hotel premises, including lodge, grounds, and beach suites, as per Black Rock standards to ensure guest satisfaction.
- Maintain and replenish in all common washrooms amenities and housekeeping supplies as per Black Rock standards.
- Maintain and replenish housekeeping stock in all closets as per pars.
- Use proper chemicals, tools, and techniques to clean in common areas.
- Use proper procedures and chemicals to complete hotel and guest laundry within expected timeframes.
- Ensure that the hotel housekeeping supplies and chemicals are used in an efficient and effective manner to ensure cost control and avoid waste. Monitor and maintain all housekeeping tools, systems and equipment proactively.
- Follow all safety and security procedures and regulation while performing daily housekeeping duties.
- Report any maintenance issue in common areas to your supervisor.
- Monitor and maintain all housekeeping tools and equipment.
- Retrieve stock and store the house person cart.
- Respond to guest request requests and report guest issues and complaints in a hospitable manner to ensure guest satisfaction.

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Employment Application



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APPLICANT INFORMATION

Last Name	First	Date
Permanent Address		PO Box
City	Province	Postal Code
Phone	E-mail Address	
Current Position	Current Department	

APPLICATION DETAILS

Position	Department
Application Deadline:	Date Available to Start:
Do you have limitations in availability? YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes, what are they?

ABOUT YOU!

Why are you interested in this position?

What qualifications or skills do you possess that makes you a qualified candidate for the position?

If you are successful in your application, what expectations do you have for the position?

By signing this form, the applicant acknowledges all information to be true and accurate.

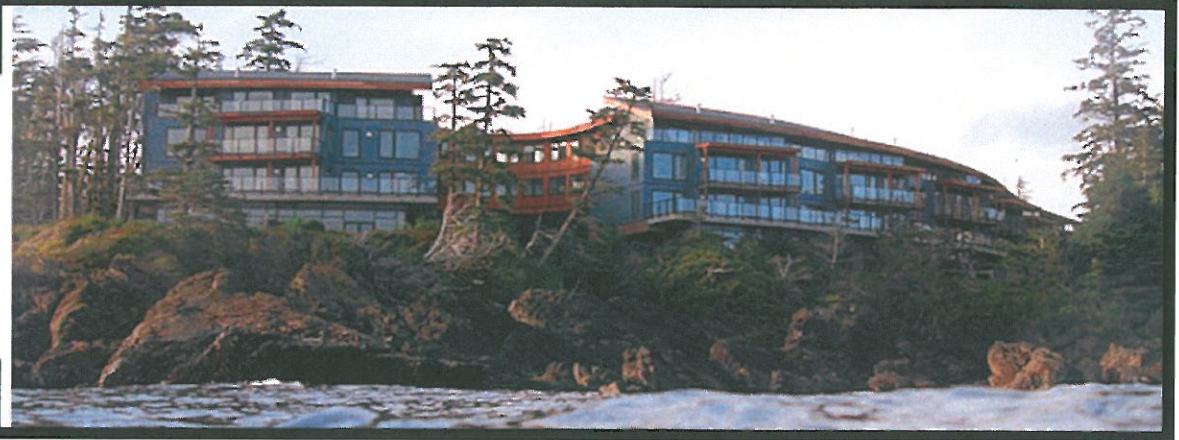
APPLICANT SIGNATURE

OFFICE USE ONLY:

INTERNAL <input type="checkbox"/>	EXTERNAL <input type="checkbox"/>		
	NAME	SIGNATURE	DATE
CURRENT MANAGER			
POSTING MANAGER			



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Come spend a *summer* out on the **West Coast!**
Or make it a lifestyle change...

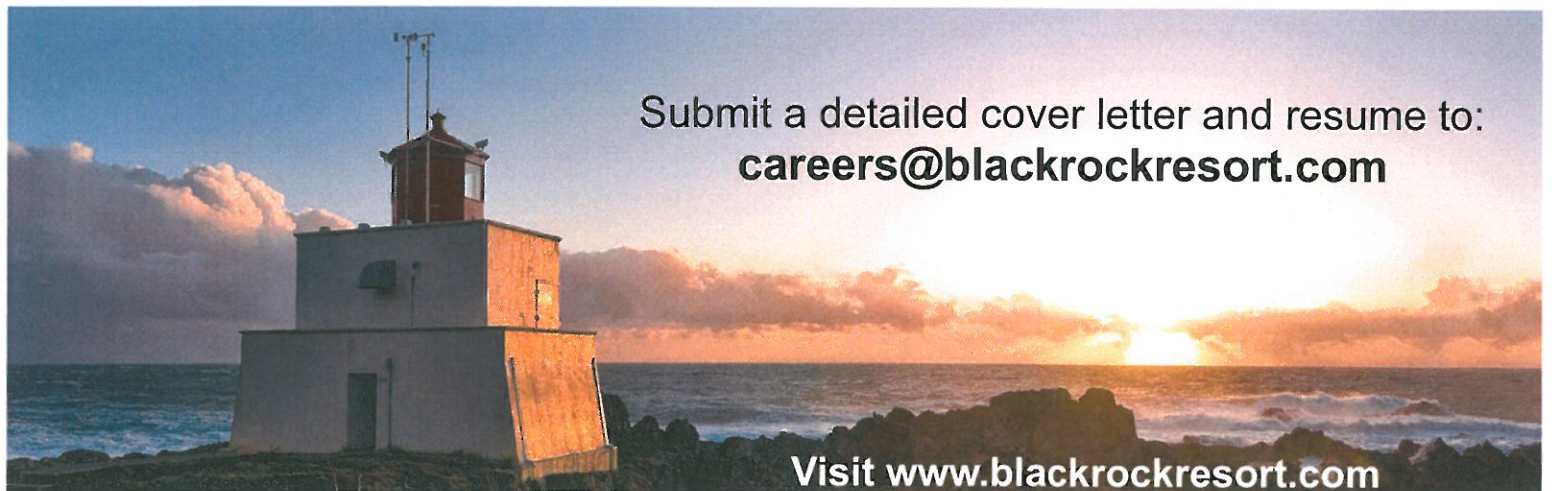
Become an Employee of Black Rock Oceanfront Resort and enjoy the incentives and perks of being a Seasonal or Year Round Associate!

Seasonal Associates

- Discounts in Fetch Restaurant
- Discounts in Drift Spa off treatments & product
- Employee Recognition
- Monthly Meetings & Events including prize draws
- Rock Star of the Month

Year Round Associates

- Discounts in Fetch Restaurant
- Discounts in Drift Spa off treatments & product
- Employee Recognition
- Monthly Meetings & Events including prize draws
- Rock Star of the Month
- **Medical/Dental Benefits after 6 months of full time employment**



Submit a detailed cover letter and resume to:
careers@blackrockresort.com

Visit www.blackrockresort.com