



Position Description

Position Title: Housekeeping Attendant

Work Location: Slave Lake, Alberta

Department: Camp

Title of manager this position reports to: Camp Supervisor

Positions reporting to this role: N/A

Work Rotation (if applicable): Five days a week

Work Days / Hours: Monday to Friday. Occasional Saturday may be required. 6:30 a.m.-3:00 p.m. ½ hour unpaid lunch

Purpose of Role:

Performs a combination of tasks to maintain the premises in a clean and orderly manner.

CORE RESPONSIBILITIES

- Cleans and maintains guest rooms, offices, control rooms, various plant washrooms, change rooms, lunch rooms, and boardrooms.
- Sweeps, mops and vacuums removing all dirt and debris.
- Dusts all areas of guest room including all furniture, pictures and mirrors.
- Change and replenish bedding linen, towels and guest amenities in line with company guidelines
- Stock all areas with required supplies.
- Pick up and deliver clean and dirty coveralls and linens from change rooms and camp to the laundry room.
- Distribute clean coveralls to the proper employee cubicle.
- Dispose of waste and recycling material accordingly.
- Reports all maintenance requests on a timely basis as they occur.
- Assist other areas (e.g. laundry, camp) wherever necessary and maintain good working relationships
- Comply with statutory requirements regarding the work place such as health and safety, hygiene, manual handling of chemicals and other substances that may be hazardous.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- High School diploma or equivalent, unless company sees capability without minimum education requirement.
- Previous housekeeping experience is an asset.
- Excellent communication and organizational skills.
- Strong interpersonal and problem solving abilities.
- Highly responsible & reliable.
- Ability to work cohesively with fellow colleagues as part of a team with minimum supervision.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

Physical aspects of the position include, but are not limited to the following:

- Constant standing and walking throughout the shift
- Frequent lifting and carrying up to 30 lbs
- Frequent kneeling, pushing, pulling
- Occasional ascending or descending ladders, stairs and ramps

Working Conditions: At times you will be required to work outdoors and in various active plant sites. Proper personal protective equipment (PPE) will be required.

This Position Description in no way states or implies that these are the only core responsibilities to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

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