



## JOB DESCRIPTION

**POSITION TITLE:** House Person  
**DEPARTMENT:** Hotel  
**SALARY:** \$15.00  
**POSTING DATES:** **Until Filled**

**Position Summary:** Works as a team with management and housekeeping to provide hotel guests with a clean and safe environment. Ensures hotel public and pool areas are clean and hotel rooms are in good repair.

**Essential Job Functions:** *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Responsible for providing quality service to all guests in an efficient, courteous and professional manner.
- Vacuum all hallways and public areas of the hotel.
- Empty trash, clean windows, entrance, stairwells, vending area, coffee area, breakfast area, and offices.
- Pre-treat/Shampoo carpets, clean A/C filters on a weekly basis.
- Assists with inventory and refill of all Coca Cola vending machines in the Hotel.
- Replace TV's, remotes, and light bulbs when needed.
- Bring any requested supplies and amenities to guests.
- Assists with Pool Attendant duties and maintenance when needed.
- Ensure rules established for pool area and water slide are followed at all times ensuring the safety of all guests and the Spirit Lake Casino and Resort.
- Vacuum, maintain and clean all bodies of water daily.
- Clear water build-up from pool floor when needed.
- Wipe down all areas of pool and steam room, clean and restock pool bathrooms daily.
- Keep tables, chairs, lounges, clean and organized in proper places.
- Informs Maintenance Department of any repairs that need to be made.
- Cross-trained to other hotel positions to perform all duties assigned.
- Other duties as may be assigned.

**Supervisory Responsibilities:**

- None

**Job Requirements:**

**Education, Experience, and Certifications:**

- Some maintenance experience preferred.
- Must be able to pass pre-employment drug test and background investigation.

**Knowledge and Skills:**

- Ability to work independently.

**Environmental Factors and Conditions/Physical Requirements:**

- Must be able to lift up to 25 lbs.