EMPLOYER JOB ORDER FORM

COMPANY INFORMATION

COMPANY NAME
San Jose Fairmont

COMPANY WEBSITE
www.fairmont.com

HOT JOB?
Unsub

EC WORKS PROGRAM

CAREER TYPE
Housekeeper/Janitor

CONTACT NAME/TITLE
Please see your Counselor

POSITION(S) AVAILABLE

JOB TITLE
Room Attendant - PM Shift

JOB ID
17380

SHIFT/HOURS
PM hours

HOURS/WEEK
20 - 40

OPEN DATE
12/11/2019

CLOSE DATE
02/28/2020

MINIMUM SALARY
$18.10

WORKDAYS
Various

MAXIMUM SALARY
DOE

POSITIONS
3

BENEFITS
After 90 days

LIMITED ENGLISH MAY APPLY?
LOACTION
San Jose

Drug Screen, Background Check, CA ID

REQUIRED FOR POSITION
REQUIRED EDUCATION
None

JOB DESCRIPTION
Reporting to the Executive Housekeeper, responsibilities and essential job functions include but are not limited to the following:

• Consistently offer professional, friendly and engaging service
• Clean all assigned guestrooms including: dusting, making beds, soiled linen removal from rooms, and retrieval of clean linen from linen closets, vacuuming, bathroom cleaning, inside window cleaning, replenish rooms with supplies
• Sign in and out master keys daily
• Maintain proper usage of cleaning supplies and equipment
• Update and record all cleaned rooms
• Return and properly tag all lost and found articles in the Housekeeping Office
• Follow departmental policies and procedures and service standards
• Report necessary maintenance items
• Follow all safety and sanitation policies
• Other duties as assigned

3 TO 5 KEY SKILL SETS REQUIRED

Qualifications:

• Previous housekeeping experience 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
• Ability to focus attention on guest needs, remaining calm and courteous at all times

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

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

Applicant must provide proof of eligibility to work in the United States