

Job Description for: **Central Reservations Housekeeping (Seasonal)**

Reports to: Building Supervisor, Executive Housekeeper and Assistant to Executive Housekeeper

Employment: Full Time Seasonal

Duties and Responsibilities:

**Pre Season Duties**

- Clean and set up all guest rooms for opening
- Understand the mountain and village layout and be able to give directions
- Any other reasonable request as made by Building Supervisor, Executive Housekeeper and Assistant to Executive Housekeeper or any other Central Reservations Manager

**Housekeeping**

- Clean and maintain guest units while keeping up with standards set by the Building Supervisor and Executive Housekeeper
- Work in a team environment and take direction from Building Supervisor
- Walk to and from buildings depending on work assignments
- Be prepared to bend and lift items in order to properly make beds, clean bathrooms, and vacuum
- Ensure high level of customer service is maintained at all times
- Assist guests with all questions and reasonable requests
- Ensure accurate information is provided to all clients with respect to all Big White and Central Reservations products

**Other**

- Maintain clean and tidy appearance
- Have good outdoor and indoor footwear, along with clothing required for winter conditions
- Maintain clean and tidy work area
- Be trustworthy and punctual
- Any other reasonable requests as made by the Building Supervisor, Executive Housekeeper and Assistant to Executive Housekeeper or any other Central Reservations Manager