

THE BENSON

PORTLAND

A COAST HOTEL™

The Benson is seeking a House Attendant. We are looking for someone who is outgoing, with a pleasant demeanor, enjoys working in a team atmosphere and enjoys customer service.

Purpose of the position: To maintain cleanliness of specified areas according to The Benson and Coast Hotels Standards and specifications, observing safe working practices and providing clean and comfortable accommodations to guest and employees.

Essential Functions/Tasks (include but are not limited to):

- Walk floor at beginning of shift from Penthouse to London Grill removing dishes and debris from hallway
- Pick up and wash housekeeping dishware
- Stock floor linen cabinet with appropriate room supplies and cleaning supplies
- Maintain cleanliness at specified areas which may include but is not limited to guest floor hallways, linen closets, lobby, public areas, storage rooms, stairs and elevators
- Responsible for guest requests; Respond to guest requests courteously, professionally and within a reasonable time frame
- Meet multiple priorities of business demands
- Turn all lost and found into housekeeping
- Report all problems and maintenance repairs as needed
- Assist with deep-cleaning of guest rooms as required
- Assist in keeping linen rooms clean and organized
- Complete other duties as assigned by supervisor to include cross training
- Clean guest rooms as needed
- Keep housekeeping carts and linen closets stocked with needed supplies to clean rooms
- Be totally versed on fire, evacuation and safety procedures
- Assist in filling-up Room Attendant basket in the morning
- Check rooms with "discrepant" status
- Clean telephones/tables in front of guest elevators
- Check and replace pens and pads in front of guest elevators
- Vacuum hallways
- Clean public areas, including restrooms in lobby, London Grill, mezzanine and 2nd floor
- Complete other duties assigned by supervisor to include cross training responsible in carpet maintenance (i.e. shampooing, removing stains)
- Assist in turn down of guest rooms as needed
- Check linen closet and pick-up all dirty linens

Qualifications & requirements:

- High School Diploma/Degree or equivalent

- Six months prior housekeeping experience
- Ability to communicate effectively with the public and other employees
- Must work well in fast pace, high pressure environment
- Knowledge of floor buffer, extractor operations
- Prior janitorial experience
- Lifting 75 pounds
- Push/Pull up to 150 pounds
- Frequent twisting and crouching
- Climbing and balancing on ladders while performing assigned tasks
- Constant extending and reaching
- Able to communicate via two-way radio

This is an hourly, union position. Pre-employment drug screening and background check are required. Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.

Join us and be part of an exciting place to work!