



Effective April 2019

An Equal Opportunity Employer

Houseperson

FLSA STATUS: Non-Exempt

ABOUT THE CLUB

Town & Country Club is a private social and golf club located on the bluffs of the Mississippi River, just ten minutes from both downtown St. Paul and Minneapolis. Member amenities include Golf, Tennis, Pool, and Fitness. Featuring five areas for member dining, banquet and meeting facilities, our club is a place for family and friends to assemble and where memories are made. The Club is open to non-member events, such as weddings, family celebrations, business meetings and golf tournaments. Town and Country Club seeks out the top prospects for employment. Our staff members are employed to continually enhance the traditions of excellence at Town & Country. Our goal is for our staff to provide superior services in every department of the Club.

POSITION SUMMARY

The Houseperson will report to the Head of Housekeeping. The candidate must be able to maintain a good working relationship and communicate effectively with co-workers and other club staff. This position will require frequent immersion of hands in water, working frequently in a hot and damp environment. This position includes (long periods of) climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling and repetitive motions.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Set and reset rooms for functions by installing tables, chairs and AV equipment
- Clean corridors, lobbies, stairways and lounges as well as dining rooms
- Distribute linens, towels and supplies using wheeled carts or by hand
- Sweep, scrub, mop and polish floors
- Vacuum clean carpets, rugs, draperies
- Dust and polish furniture and fittings
- Clean metal fixtures and fittings
- Empty and clean trash containers
- Dispose of trash in sanitary manner
- Sort, wash, load and unload laundry
- Operate mechanized cleaning equipment

- Maintain all cleaning equipment and materials in a safe and sanitary working condition
- Follow all company safety and security procedures
- Report any maintenance issues or safety hazards
- Other duties as assigned

QUALIFICATIONS

- High school diploma or equivalent preferred
- Knowledge of cleaning and sanitation products, techniques and methods
- Working knowledge of operating cleaning equipment
- Physical stamina and mobility including ability to reach, kneel and bend
- Ability to lift, push and pull required load (usually about 30 lbs)
- Willing to “pitch-in” and help co-workers with their job duties
- Command of the English language both written and verbal
- Ability to work a flexible schedule including weekends, holidays, and nights as necessary