

The Club at New Seabury

Building Maintenance

House Person



Position Overview

The House Person is considered a highly visible role responsible for the cleanliness inside and outside of our buildings. This position will assist the Director of Facilities with light duties and be trained in resort cleaning standards. The House Person will handle various errands & special duties for Guests, Housekeeping and other Departments.

Essential Duties & Responsibilities:

- Dusts rooms and furniture.
- Cleans and sanitizes restrooms; restocks restroom supplies.
- Vacuums carpets and mops floors throughout the club.
- Sweeps patio/deck area and dusts patio/deck furniture.
- Empties all wastebaskets.
- Washes windows.
- Reports any damage, burned-out light bulbs and plumbing problems to the Maintenance or Housekeeping departments.
- Calls in work orders.
- Assists with inventory control.
- Takes trash to dumpster.
- Polishes glass, table surfaces, counters, shelves, desks, office equipment and door handles.
- Moves furniture, equipment, supplies and tools on an incidental basis.
- Cleans locker room areas including showers and bath areas.
- Maintains outside of Clubhouse/AC building.
- Maintains the pool area including changing rooms and restrooms at the AC.
- Conducts deep-cleaning projects.
- Assists with tables, chairs and other furniture needed for special events.
- Dusts exercise equipment at the AC.
- Cleans employee restrooms.
- Cleans cigarette containers at entrances.
- Vacuums elevators; cleans stairwells and landings; dusts ceiling light fixtures; does spot cleaning as necessary.
- Attends departmental staff meetings and safety meetings.
- Completes other appropriate assignments.

Knowledge, Skills, & Abilities

- Knowledge of how to maintain, clean and preserve a wide variety of building and furniture, fixtures and equipment surfaces.
- Follows instructions regarding the use of chemicals and supplies; use as directed.
- Knowledge of and ability to perform required role in emergency situations.

Credentials & Experience

- Previous experience working in industry
- High School diploma or GED equivalent.