



SPECIFICATION OF DUTIES

<i>Position:</i>	RESORT CLEANER
<i>Classification:</i>	Casual - Motel Cleaner
<i>Hours:</i>	Availability 7 days (Monday – Sunday 9.00am – 5.00pm) In accordance with the rostered hours
<i>Level:</i>	Hospitality Services/Guests Services – Introductory
<i>Award:</i>	Registered & Licensed Clubs Award 2020
<i>Responsible to:</i>	Accommodation Resort Managers General Manager or Representative

Key area of Responsibility for All Employee's of the Coomealla Memorial Sporting Club Limited:

- Work under the Conditions of Employment of the Coomealla Memorial Sporting Club Limited
- Ensure that ALL Customers are provided a high level of Customer Service at all times
- Work in accordance with Workplace, Health and Safety Policies / Procedures
- Ensure that the privacy of customers is protected
- Promote a happy and enjoyable work environment at all times
- Support and promote the Coomealla Memorial Sporting Club Limited

Specific Duties:

Trolley Preparation:

- Stock trolley with sufficient supplies

Cleaning Rooms:

- Before entering room, *KNOCK* on door and advise Housecleaning before entering
- Strip bedding
- Remove rubbish from bins
- Wipe all bench tops, bed heads, picture frames, cupboard tops
- Dust / wipe television
- Wipe inside of robes / cupboards
- Wipe out rubbish bin area

- Check / wipe all spider webs
- Wipe skirting / window frames
- Wipe / dust windows
- Clean bathrooms
- Brush / clean toilet bowl with disinfectant
- Clean shower with disinfectant
- Clean hand basin with disinfectant
- Wipe / clean all bench tops
- Wipe / clean refrigerator and (remove any remaining food items if checked out room)
- Empty / wipe toaster / tea-coffee containers
- Replace cups / saucers
- Check if refrigerator requires defrosting, defrost when necessary
- Vacuum floor area (move chairs / beds)
- Mop / clean all hard flooring
- Make bedding (check underlay, if dirty replace)
- Set towels on bed
- Set bathrooms (toilet rolls, face washers, soap)

Room Presentation:

- Set crockery / cutlery according to number of persons
cups / saucers / wine glasses / drinking glasses
- Replace tea/coffee/sugar portions
- Check all cords tied and placed neatly
- Check all lights working
- Check compendiums
 - out of date material replace
 - replace any damaged advertising material / information sheets
- Check bedding
- Check sufficient coat hangers
- Check curtains

Outside Room:

- Dust / sweep door / doorway / path
- Set door matt.
- Return any breakfast trays to Kitchen

Training:

- Undertake any relevant training for the position

Any other duties of reasonable nature which management may request.

Applications in writing should be address to:
Resort Manager,
Coomealla Club Accommodation Resort
PO Box 42
DARETON NSW 2717

or
corrinabrian@coomeallaclub.com.au