



JOB DESCRIPTION

Job Title: Housekeeper
Department: Maintenance
Report To: Maintenance Supervisor
FLSA Status: Non-Exempt

Position Overview:

The housekeeper performs various janitorial/custodial duties in offices, exhibits, restrooms, other building interiors, pathways, and park areas (interior and exterior) within Coral World Ocean Park. This employee is responsible for maintaining cleanliness and orderliness on all areas of Coral World premises, under the supervision of the maintenance supervisor.

Principal Duties and Responsibilities (Essential Functions):**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Provide quality guest service to both internal and external guests by maintaining a positive, friendly, helpful, and professional attitude and appearance.
- Performs a variety of cleaning activities such as sweeping, mopping, dusting, vacuuming, and polishing.
- Sometimes using ladders, dust, wash walls, wash windows and cleans signage.
- Spray down areas with water as needed to remove iguana and bird feces, spills, and debirs.
- Ensure that all exhibits, buildings, offices, restrooms are cared for and cleaned according to company standards.
- Clean tables and chairs for special events at the park or table and/or chair rentals.
- Check stock of janitorial supplies and inform Maintenance Supervisor when inventory is low.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Notify Maintenance Supervisor/Administrative Office of any damages or repairs that needs to be done around the park.
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices.
- Perform other related duties as needed.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a park environment.

Position Type and Expected Hours of Work

This can be a full or part time position scheduled between Sunday - Saturday based on the housekeeping needs of the company. During the slow season hours may be reduced to accommodate the needs of the park.

Qualifications & Skills:

Required:

- At least 8th grade schooling
- Ability to read and write.
- Self-motivated – must be able to work with minimum supervision
- Must have an outgoing and friendly personality
- Prioritization and time management skills.
- Work quickly without compromising quality.
- Must be able to handle difficult, high volume situations while maintaining composure
- Must be professional, dependable, reliable, and have a strong work ethic

Special Requirements:

- Must be a team player and be able to get along with others.
- Must be able to use tact in handling sensitive situations.
- Must be willing to work overtime, holidays, and weekends as requested by manager.

Physical Requirements:

The employee is required to walk, sit, stand, bend, lift, and move continuously during working hours. The employee must frequently lift and/or move up to 10 pounds and occasionally may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments)

Please submit cover letter, resume, and references by email or stop by our Administrative Office and fill out an application to be considered for the position. Please include the job title in the subject. References required.

Contact Information:

Valissa M. Hodge, MHRM
Office/Human Resources Manager
Email: Valissa@coralworldvi.com
Office: (340) 775 1555 ext. 247