



WYNDHAM • DESTINATIONS



Housekeeping - Onjuku

募集職種

採用企業名

ウインダム・デスティネーションズ・ジャパン株式会社

支社・支店

Wyndham Destinations Japan LTD

求人ID

1495431

業種

ホテル

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

パートタイム

勤務地

千葉県, 夷隅郡御宿町

給与

経験考慮の上、応相談

更新日

2024年09月25日 12:37

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

無し

日本語レベル

日常会話レベル

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

POSITION REPORTS TO: Operations Manager

POSITIONS REPORTING TO THIS POSITION: Nil

KEY RELATIONSHIPS:

Internal: Guest Relations, Guest Services

External: Guests

PRIMARY OBJECTIVES:

Clean guest rooms and/or suites in a timely and thorough manner to ensure total guest satisfaction.

PRINCIPAL RESPONSIBILITIES: (Include but not limited to:)

- Clean and maintain guest rooms, guest corridors, linen rooms and cupboards according to set standards and procedures.
- Replenish guest supplies.
- Ensure guest services specified by superiors and guests requests are promptly and courteously met.
- Report damage or malfunction in hotel rooms to superior.
- Maintain equipment in proper state of cleanliness and repair.
- Maintain a section room report.
- Maintain a daily room checklist.
- Meet with superior and takes on daily assigned tasks.
- Report and submits lost and found articles to superior immediately.
- Report guest complaints to superior immediately.
- Report unusual behavior/activities on floors to supervisor.
- Record room status in allocated section accurately.
- Comply with hotel's health, safety and hygiene policy.
- Attend meetings and training sessions as required.
- Create and maintains floral arrangements.
- Carry out valet services when required including delivery of linen or processing laundry orders.
- Complete other tasks which assigned by management.

スキル・資格**KEY POSITION CRITERIA:**

- Able to work in multi-culture environment.
- Good communication skills.
- Must be able to lift 10kg.
- Ability to work in shifts.

会社説明