

JOB DESCRIPTION – Maintenance Associate

Required Tasks:

- Basic building/plumbing repairs.
- Basic heating/air-conditioning repairs.
- Cleaning/ maintenance of building, grounds, and parking lot.
- Testing and maintenance of pool chemicals.
- Clean/maintain pool, spa and pool area according to hotel standards.
- Maintain cleanliness of pool area.
- Empty and clean garbage cans.
- Minor decision making.
- Use common tools, make simple repairs as assigned.
- Inventory of supplies and parts used for repairs and preventive maintenance.
- Submit orders as needed to GM for order/purchases.
- Follow all policies and procedures as outlined in the Employee Handbook.
- Follow all safety policies and procedures as instructed.
- Must be in neat, clean uniform with name tag.
- Maintain an active PM program, as prescribed for the hotel.
- Remove furniture/assist housekeeping in other duties as assigned by supervisor.
- Maintain a professional attitude to all guests, associates, and vendors.

Required Skills:

- Ability to read and comprehend emergency and security information including labels and directions.
- Ability to communicate emergency situation to supervisory in English.
- Ability to work independently, with minimal to no supervision.
- Ability to identify problems and communicate them to the supervisor.
- Basic math skills.

- Hospitable with the public, positive attitude.
- Familiar with OSHA policies, procedures and requirements.

Physical Requirements:

- Ability to move from guest room to guest room with exposure to the extremes of the climate of the location.
- Ability to clean floors and hard to reach areas by hand.
- NECK- Bending and twisting on occasion
- AUDITORY- Ability to read and comprehend emergency and security information including liable and directions. Ability to communicate emergency situations to supervisor in English. Normal conversation.
- HEARING- Ability to hear emergency alarms, telephone, conversation.
- VISION- Legal normal vision with or without accommodation.
- ARMS- Reaching, bending arms, light carrying, pushing, pulling.
- HANDS- Finger dexterity, grasping.
- TRUNK- Bending and twisting.
- LEGS- Normal balance, crouching or kneeling.
- FEET- Walking and standing for periods of time.

Transportation to and from the Hotel is the responsibility of the employee!! I have read and understand the job description as indicated and understand that any task that keeps the hotel running is a part of any job description. This description may be altered from time to time by INNVITE Hospitality, LLC. I understand the physical requirements of this position and am able to properly perform these duties.