

HOUSEMAN

Job Code: Pay Rate:	Starting at \$14.02 per hour	Reports To:	Head Houseman
Department: Status:	Facilities 5 Casual Positions	Date posted:	November 30 th , 2011

Essential Functions:

- Know and comply with all ARAMARK and client policies and procedures regarding safety, security, and emergencies.
- Maintains friendly, efficient, spirit of service attitude towards customers, clients and co-workers.
- Performs event change over by providing a full, detail-cleaning of the event space and preparing the space for the next event. The process typically includes: removing trash, cleaning tables, moving tables and chairs, **Operable partitions**, setting up stage/risers, **dance floor, pipe and drape, flags and poles, easels, white boards**, and other equipment as needed.
- The changeover may also include the use of riding and/or walk behind floor care equipment, carpet extractors, vacuum cleaners, tile floor cleaning equipment, etc.
- Utilizes time and resources in the most efficient and effective manner possible.
- Must work well with fellow employees, as a team member, working toward common goals.
- Keep water services and amenity stations (mints, paper, pens) stocked in all meeting rooms.
- Provides a safe environment for customers by keeping assigned area free of clutter. Properly stores and handles chemicals and materials.
- Properly stores all materials at the end of each working shift.
- Performs all other related duties.
- **Operating material handling and personnel lifting equipment.**

Required Training:

- Orientation to include: AODA Training, Anti Harassment/Violence Training, Cultural Awareness
- Health and Safety Training
- Safe STEP
- Forklift and Material Handling Equipment Training
- FOCUS on Customer Service
- **Job Specific**
- **WHMIS**
- **Fall arrest/Elevated work platform**
- **Green Housekeeping program**
- **Waste management program**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

