



Ghidorzi Hotel Group

House Person | Custodian | Westwood Conference Center

Job Summary

The Conference House Person | Custodian is responsible for the upkeep and appearance of the building as well as all conference set-up, teardown, and AV needs. This position reports to the Event Manager.

Primary Responsibilities

- Open the facility on a daily basis, including office, lobby and meeting rooms
- Prepare daily signs for reserved conference space
- Prepare meeting space by moving, arranging and setting up furniture and AV equipment for special events and meetings
- Assist clients upon arrival with any changes or AV set-up if necessary
- Clean all necessary areas assigned as follows:
 - Office
 - Lobby
 - Bathrooms
 - Drinking fountains
 - Waste areas
 - Dock 11
 - Stairways
 - Dining area entrance
 - Cafeteria
 - Fireside windows
 - Windows in hallway to WPS
 - Small Conference Rooms
 - Hallways
 - Overhead vents in all areas
 - Deck area
 - Atrium
- Assist with room fresh-up at lunch for conference guests
- Keep plants healthy by pruning, fertilizing and watering in all atriums
- Maintain cleaning supply inventory
- Make minor, non-technical repairs of building maintenance and electrical equipment including replacing light bulbs, replenishing supplies, turning out lights and locking doors and windows
- Carefully and safely move furniture as needed
- Perform tasks with minimal supervision and work independently for long portions of the workday
- Adhere to safety standards while maintaining efficient work habits
- Maintain cleanliness of conference room furniture by shampooing on a regular basis
- Confidential Information will be held in strict confidence and a reasonable degree of care must be exercised to prevent disclosure to others
- These primary responsibilities reflect management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned
- Flexibility is required as it is necessary for occasional weekend work to be performed based upon the needs of the conference schedule



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Qualifications

- Minimum of a High School Diploma required
- One year custodial experience working and understanding requirements to properly perform the following:
 - Clean and sanitize bathrooms
 - Shampoo furniture
 - Clean glass
 - Clean other surfaces
 - Prepare and maintain meeting space at an acceptable level
- Must be able to lift 50 pounds, move furniture and climb stairs
- Must have working knowledge of AV equipment
- Must have a positive attitude and good people skills
- To perform the essential functions of this position successfully an individual should demonstrate the following competencies:
 - Analytical—Understands and scrutinizes complex or diverse information
 - Problem solving—Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
 - Oral communication—Speaks clearly and persuasively in positive or negative situations
 - Quality management—Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness
 - Judgment—Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions
 - Planning/organizing—Prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Ability to work harmoniously and effectively with subordinates, peers, supervisors, executives and the public
- Self-motivated and able to multitask while consistently meeting deadlines
- Able to flourish in a team-work setting
- Project and promote a positive attitude toward the company inside and outside the workplace
- Ability to comply with all company policies and procedures

Qualified applicants may apply by submitting their resumé to taylres@ghidorzi.com.