



THE TUTWILER

Birmingham

Employment Opportunities as of 10/5/11 **Please submit completed applications to HotelBham@gmail.com**

Housekeeping- House person (The Tutwiler Hotel)

This position is responsible for pulling linen and trash from rooms and attendants carts. Re stocking the attendants carts with linen throughout the day. Maintain cleanliness and organization of Housekeeping office, linen rooms, storage closets, service elevator landings and stairwells. Maintain cleanliness and appearance of sidewalks, walkways and stairs. Assist in special projects as assigned by the Executive Housekeeper, such as turning mattresses, deep cleaning, etc. Operate carpet cleaning equipment, clean and maintain all floors in guest areas and meeting space. Clean outside doors, windows and vents. Walk assign floors at the beginning and end of shift; remove newspapers, trays, linen, trash and note any areas that need immediate cleaning. Collect all trash from the service landings and take it to the dumpster. Be familiar with the correct guestroom cleaning procedures to assist with cleaning as needed. Vacuum guest corridors and elevator landings. Clean floors waxing, stripping and etc. Pre-employment screening will be performed on all qualified candidates, this consist of a Background Check and drug test.

Housekeeping- Room Attendant (The Tutwiler Hotel)

Stock and sort supplies. Vacuum, clean and dust guest rooms. Make beds, change sheets, remove and replace used towels/ toiletries. Deliver and retrieve items that guest request. Ensure security of guest rooms and guest privacy. Perform rotation cleaning duties (deep cleaning of guest rooms). Knowledge and skills: physical mobility and stamina, ability to follow instructions, detail oriented, professional attitude the ability to work independently, time management and organization. Excellent customer service and communication skills. All applicants considered for hire must complete pre employment screening (drug test and background check) before an offer of employment will be made.