



## JOB POSTING

Date of Notice: April 19, 2017

Position Title: **JANITOR**

Job Location: Bandon Dunes Golf Resort

Position Reports To: Janitorial Supervisor

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes  
57744 Round Lake Drive, Bandon, OR 97411  
Fax: (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Primary Duties:**

- Maintains janitorial carts with cleaning supplies, linen, towels and etc.
- Enters and prepares area for cleaning.
- Restocks linen supplies in appropriate areas.
- Collects soiled linen for laundering from spa and locker rooms.
- Cleans rugs, carpets, and upholstered furniture using vacuum cleaner, broom, and shampoo machine.
- Dusts and polishes metal work, furniture and fixtures.
- Vacuums, sweeps, mops, scrubs, waxes, and polishes floors and carpets.
- Cleans offices, hallways, restrooms and public areas.
- Removes trash from offices and public areas.
- Cleans bathrooms, including but not limited to; wipes shower curtain, cleans and sanitizes toilets, cleans sink and fixtures, wipe down mirrors, washes tiles, shower walls and fixtures.
- Washes walls, ceilings, and windows, moves and arranges furniture.
- Checks areas for damage, burned out light bulbs, dripping faucets, running toilets, etc. Make report for maintenance.
- Follows safety policies and procedures.
- As needed, washes facility windows and performs scheduled deep cleaning.
- As needed, washes, dries and folds laundry.

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Previous janitorial experience in a hotel/resort setting beneficial.
- Demonstrate quality interpersonal communications skills.
- Valid Driver's License. Driving record meeting Company safety policies and guidelines.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 8 hours at a time.
- Ability to efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends and nights.
- Lift up to 50 lbs. with assistance, 20 lbs. frequently, and 10 lbs. constantly.
- Positive attitude, professional manner and appearance in all situations.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application to the address shown above. Complete position description available upon request.*

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