



POSITION DESCRIPTION

Our Mission

Exceptional individuals delivering exceptional experiences

Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.
We will be a destination that every discerning traveler aspires to stay at and
that every hospitality professional aspires to work for.

Core Values

Social Responsibility to the Community
A Passion to Deliver Exceptional Guest Service
Commitment of Flawless Attention to Detail
Nurturing Continuous Self-improvement

Department: Healthy Living Centre

Date Revised: February 2007

Position Title: Spa Cleaner

Property: Vintage Hotels

Reports To: Spa Manager

Position Summary: To provide an immaculately clean and tidy environment for all Spa visitors and Team Members.

Duties and Responsibilities:

Primary Responsibilities:

- Sweeps and mops floors.
- Wipes mirrors and picture frames.
- Cleans sinks, toilets, sauna and shower areas.
- Dusts lockers and gym equipment
- Wipes walls, doors, railings, fencing, baseboards and trim.
- Picks up garbage and empties garbage cans.
- Vacuums all areas of Spa and treatment rooms.
- Checks and replaces supplies in washrooms as needed (ie. toilet paper, paper towels, Kleenex, etc.).
- Ensures the tea and water station if fully stocked at all times.
- Gathers supplies needed to perform job duties (ie. cleaning solutions, water, rags, spray bottles, etc.).

- Ensure that all laundry items are washed, dried and folded and fully stocked into cupboards.
- Cleans pool areas including stocking and clearing of towels.
- Take ownership of simple requests and answer general spa and hotel questions when queried by guests. If unable to assist, refer directly to someone who can.

Secondary Responsibilities:

- Other duties as required

Health and Safety Responsibilities

- A worker shall,
 - (a) work in compliance with the provisions of the Occupational Health & Safety Act and the regulations.
 - (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) Report to his/her employer or supervisor the absences of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) Report to his/her employer or supervisor any contravention of the Occupational Health & Safety Act or the regulations or the existence of any hazard of which he/she knows.
- No worker shall,
 - (a) remove or make ineffective any protective device required by the regulations or by his/her employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker; or
 - (c) engage in any prank, contest, feat or strength, unnecessary running or rough and boisterous conduct.
- Comply with all Vintage Inns health & safety policies.
- Do not operate any equipment/machinery without given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All personal protective equipment will be properly worn.
- All personal protective equipment will be worn in the appropriate departments.
- Do not climb any of the racking systems.
- Do not ride on the automatic or manual conveyor systems.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove any machine guards.
- All safety signs must be adhered to.
- Smoking is not permitted on Company property.
- Always ensure that workplace accident/injuries are reported immediately to a Manager/Supervisor.
- Failure to comply will result in the application of the Human Resources Standard & Procedure "#C.15 Progressive Corrective Action".

Professional Requirements:

- Previous cleaning experience an asset.
- Must be in good physical condition.

Personal Attributes:

- Attentive to details.
- Must be able to work independently and manage time effectively.

- Pleasant personality.

Physical Requirements:

- Lifting and twisting
- Pushing
- Pulling
- Walking
- Standing