

# Brighton Management, LLC

Sheraton Pasadena Hotel

## POSITION DESCRIPTION

**JOB TITLE:** House Person  
**DEPARTMENT NAME:** Housekeeping  
**REPORTS TO:** Inspectress//Assistant Housekeeper/Executive Housekeeper

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### I. POSITION SUMMARY:

Maintain public and office areas in a neat, clean and sanitary manner. Assist Room Attendants and Laundry Attendants as necessary.

Maintain a commitment to continually enhancing a uniquely exciting atmosphere and guest experience, consistently providing friendly service, and consistently providing the highest quality value to every customer on every occasion.

### II. WORKING RELATIONSHIPS:

Reports to: Inspectress/Team Leaders/Assistant Housekeeper/Executive Housekeeper  
Interfaces with: Hotel Staff and Hotel Guests

### III. ESSENTIAL JOB FUNCTIONS:

- Sweep, mop and polish all exterior public areas.
- Vacuum, remove debris and polish furniture in all interior public areas and offices as scheduled.
- Check all areas for missing articles or damages.
- Assist Room Attendants with removing bed linens, stocking carts and moving mattresses or furniture as requested.
- Report any lost and found items to the Executive housekeeper.
- Maintain positive public relations and attitude with all guests and associates.
- Responsible for maintaining cleanliness and safe working practices and conditions within department at all times
- Other duties as assigned by management.

### V. PHYSICAL JOB REQUIREMENTS

- Extensive bending, stooping, overall flexibility and lifting weight up to 100 lbs, able to push/pull up to 100 lbs.
- Must be able to walk entire property.
- Ability to manage high levels of stress.
- Visual observation skills required.
- Ability to interact with guests and associates.

### VI. JOB QUALIFICATIONS

- Ability to function well under pressure
- Additional work experience preferred.
- Communication skills.

### VII. SAFETY AWARENESS

- Comply with all safety requirements and regulations as dictated.

**NOTE:** The Sheraton Pasadena Hotel functions 7 days a week, 24 hours a day. All employees must realize this fact and be aware that at times it may be necessary to move an employee from their accustomed shift as business

demands. In addition, I understand that business determines the amount of hours I work, and that some weeks I may be scheduled to work less than 40 hours and other weeks I may be schedules to work more than 40 hours per week.

Job Descriptions are subject to change at the discretion of Brighton Management, LLC.

I have read and reviewed a copy of the above job description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

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Manager's Signature

Date

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Associate's Signature

Date