

HOUSEKEEPING STATUS BOARD OPERATOR IN LAS VEGAS, NV

SEEKING CANDIDATE TO ANSWER INCOMING TELEPHONE CALLS TO THE HOUSEKEEPING DEPARTMENT AND LOG INFORMATION REGARDING PROBLEMS/SITUATIONS WHICH REQUIRE PROMPT ATTENTION, GUEST SERVICE REQUESTS, AND ASSISTS IN THE SCHEDULING OF GUEST ROOM ATTENDANTS.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Clean guest amenities such as in-room trays, casino glassware, tables, ironing boards, and irons, as well as any trash or debris, remove and clean from the front of the house areas once in your view.
- Coordinate with Front Desk regarding early check-outs and stay-over hotel guests.
- Inform the Supervisors with the status of dirty, vacant, and available rooms then update the computer system accordingly.
- Notify Supervisors of room changes that affect room status.
- Issue room shampoo requests to Supervisors.
- Attend to guest room needs such as any lost and found items, irons, blankets, etc.
- Log all lost and found items and coordinate their storage with Security.
- Coordinate and follow up on requests for repairs with Engineering.

QUALIFICATIONS:

- At least six months previous Housekeeping operations experience in similar or related field.
- Working knowledge of pertinent laws and regulations impacting housekeeping including OSHA.
- Preferred fluency in more than one language.