GENERAL JOB DESCRIPTION

JOB TITLE: Porter
DEPARTMENT: Housekeeping
SUPERVISOR: Team Leader

JOB SUMMARY:
Assist team leaders and room attendants in cleaning and preparing guest rooms prior to occupancy. Keep all outside areas of buildings clean and free of clutter.

PRINCIPLE DUTIES & RESPONSIBILITIES: (Essential functions)
- Provide professional courtesies to guests (i.e.: assistance with luggage, directions, room location, restaurant hours, etc).
- Stripping and stocking guest rooms and storage rooms.
- Delivering roll-away, cribs, and playpens.
- Assist in keeping linen rooms clean and orderly.
- Place linen and trash bags in designated areas for pick-up by Head Porter.

OTHER DUTIES & RESPONSIBILITIES: (Incidental functions)
- Oversees, common areas, and storage areas clean and safe at all times.
- Perform all other duties as required.

KNOWLEDGE, SKILL, & ABILITIES:
- Attention to detail.
- Must have valid Montana drivers' license with a clean driving record.
- Ability to work effectively with all personality types.
- Knowledge of cleaning equipment and chemicals.
- Ability to understand and carry out verbal & written instructions independently.
- Ability to work weekends, holidays, mornings, and nights.
- Ability to perform light physical tasks, exerting up to 60 lbs of force on a frequent basis and up to 60 lbs on an occasional basis.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry repetitively and for long periods of time.

Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

I have read and understand the duties and responsibilities for which I would be responsible, as well as the minimum requirements for this positions. I understand that this document does not create an employment contract, and that I would be employed by Elk, LLC on an “at will” basis.

________________________________________________________________
Applicant                                                                                      Date