



JOB VACANCY-HOUSE PERSON

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company is responsible for the operations of the Manta Lodge Hotel and Dive Centre and invites applications from suitably qualified persons for the position of ***House person***.

Job Summary

Responsible for assisting housekeeping and other departments. Prepares the properties linen supply and when necessary, assists in cleaning rooms.

Job Responsibilities

- Responding in a courteous manner to all guest questions, complaints, or requests.
- Assist housekeepers whenever necessary with cleaning rooms, as assigned by the Executive Housekeeper.
- Responsible for keeping housekeeping carts stocked with supplies and towels.
- Assist the laundry attendants with their duties.
- Ensure all linen and trash is dumped in appropriate places.
- Bring necessary supplies as needed to guest floors and front desk.
- Removal of dirty linen from housekeeping carts and replacing dirty linens as necessary.
- Responsible for stocking all storage rooms with supplies.
- Compliance with all policies and procedures.
- Compliance with all OSHA mandated programs.
- Assist in folding linen and cleaning of public areas.
- Must follow all safe lifting policies and procedures.
- Must communicate in a professional manner with all staff members.
- Maintains security for guests and property by ensuring that room doors are locked at all times and all storage areas are secure. Reports suspicious activity by guests or others and observes all security and safety regulations.
- Performs miscellaneous duties as assigned.

- Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate.
- At all times projects a favorable image of the Hotel to the public
- Presents a clean and professional appearance at all times.
- Performs other duties as assigned, requested or deemed necessary by management.

Education and Job Experience

1. High school diploma is required.
2. Minimum 1 year of related experience

Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills and Abilities

- Lifting up to 50 lbs., pushing or pulling cart up to 200 lbs.
- While performing the duties of the job, the employee is regularly required to lift boxes, mattresses, box springs, motel furnishings and assist maintenance departments.
- Bending/kneeling - occasionally during shift when needed to lift or load luggage into van or onto cart.
- Mobility - walking up to 1/10 mile frequently during shift.
- Continuous standing - to wait for arriving guests, frequently during shift.
- Climbing stairs up to 50% of 8 hours.

Material / Equipment Used

- Chemicals/Agents used: Frequent exposure to cleaning products related to general cleaning.
- Equipment - operate vacuums, floor extractors, mop and mop bucket, window cleaning and other equipment.

Environment

Work inside 75% of 8-hour shift; outside 25% of 8-hour shift. Physically strenuous - prolonged standing, walking, lifting and carrying throughout entire shift in indoor environment.

Application along with Curriculum Vitae and copies of certificates should be **emailed** no later than **4.00 p.m.** on **Friday 29th, December 2023**, addressed to:

The Human Resource Officer
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T McLeod Building, Cove Eco-Industrial and Business Park

Canoe Bay Road, Cove Estate, Tobago.
E-mail address: hr.officer@e-idcot.co.tt

Unsuitable applications will not be acknowledged.