



POSITION DESCRIPTION

JOB TITLE: Innkeeper

LOCATION: SHERIDAN'S

5133 S. Lake Drive, Cudahy, WI 53110

REPORTS TO: Proprietor or on-site Manager

JOB CLASSIFICATIONS

Exempt

Part-time

Non-Exempt

Full-time

JOB SUMMARY

Innkeepers are responsible for greeting guests. Ensure that all areas of the Inn are properly cleaned and ready for guests' arrival. Anticipates and assesses guests' needs and responds in a courteous and professional manner. Plans for, inventory for, and prepares breakfast for all guests as needed.

JOB FUNCTIONS

- Clean and service hotel guestrooms, common areas in accordance to establish regulations and standards.
- Maintain security of the entire facility (i.e. electronic and hardcopy keys, doors locked at all times)
- Re-stock amenities and supplies for all areas of hotel, restaurant and fitness room [i.e. hand soap, lotion, commons area, etc.]
- Maintain and stock fresh linens and towels as needed, includes laundry and pressing
- Removal of trash and recyclables
- Work together with all staff to provide a productive, clean, safe, and satisfying work environment
- Breakfast cook experience
- All other duties as assigned

COMPANY STANDARDS

- Policies and procedure are followed without variation
- Arrive to begin work at designated start time
- Dress attire comply with Company standards
- Maintain clean and organized workspace that exceeds Company's expectations
- Embrace change demonstrating openness, flexibility, and adaptability
- Project a positive attitude and image
- Protect confidential information and guest privacy (i.e. wholesale pricing, business matters, employee and customer's information)
- Participate in meetings and training, as requested.

EDUCATION, SKILLS & EXPERIENCE

- High School Diploma or equivalent
- Breakfast cooking proficiency, a ServSafe certificate a plus!
- Prior experience required in hospitality industry
- Service hotel guestrooms in accordance with established regulations and standards
- Customer Service experience
- Abide by all City and State regulations and inspections
- Work as a team while utilizing independent judgment and initiative
- Ability to learn new processes and procedures quickly
- Work independently

I have received a copy of this job description.

Employee Signature

Date

Proprietor Signature

Date