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# Example of Houseman Job Description

Our company is growing rapidly and is looking to fill the role of houseman. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for houseman

* Make up rollaway and store
* Make up baby cribs and store
* Refill room attendant’s chemical bottles (p.m
* Wrap guest toilet tissue
* Clean all service elevators (tracks, walls, floors, ) on a daily basis
* Store new supplies in the proper storage areas
* Pick up and distribution of interoffice mail
* Store room attendant’s cart inside the storage room
* Take all trash to compactor
* Must be able to perform special projects assigned by the PM supervisor

## Qualifications for houseman

* Strong attention to detail, organized, multitask, and time management skills a must
* Experience in housekeeping is a must
* All applicants applying must be legally able to work in Canada at the time of submitting their application
* Must be physically fit and able to work for 8 hours on your feet
* The ability to multi-task and work unsupervised is essential
* Previous housekeeping experience as a night cleaner or houseman is essential