

# Example of Navy Lodge Job Description

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Our company is growing rapidly and is hiring for a navy lodge. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for navy lodge

- Incumbents of this position must complete required training designated for overnight shift, complete all work duties assigned to this shift, complete reports as required, and is designated to fill-in schedule gaps due to call-outs, no-shows, vacations, during overnight shift schedule
- Responsible for care and upkeep of Navy Lodge issued uniform items, name tags, shoes, jackets and assigned work equipment radios, power/hand tools, - Greets and welcomes guests (upon sight or within 10 feet) while performing outstanding guest relations
- Maintains information on housekeeping work performed by room, number of occupants, departure and arrival dates
- Monitor and maintain cleanliness, equipment, sanitation and organization of assigned work areas
- Check supply and equipment levels
- Take pool/jacuzzi chemical readings at scheduled times
- Clean and return recreational/rental equipment to proper storage
- Responsible for all Front Desk Operations - Assists guests in person, via email, social media, or via telephonic contact for all communication including, but not limited to, room reservations and/or cancellations, payments, questions, check-in, check-out process, collecting payments, authorized patron verification, guest room assignments, credit card processing, express check out requirements
- Hires and/or recommends hiring of Maintenance Department associates
- Manages departmental budget, (quest supplies, linen, towels, labor, )

## Qualifications for navy lodge

- This includes disciplinary action, performance reviews, time keeping, training, for housekeeping associates
- Ensures work schedules are adhered to
- Performs minor carpentry tasks to items such as doors, windows, furniture, cabinets, platforms, bins, pallets, Uses tools such as hammers, hand-saws, planes, screwdrivers and power tools
- May assist in the installation and repair of broken pipes, leaky faucets, clogged drains, Uses such tools as wrenches, hacksaw, pipe cutters
- Performs electrical repairs to appliances, light fixtures, and/or light switches by replacing or insulating defective wiring
- Maintains compliance with local safety regulations