

# Example of Navy Lodge Job Description

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Our company is growing rapidly and is looking for a navy lodge. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for navy lodge

- Responsible for the housekeeping operations, lobby appearance, guest service, administrative operations, Position will be required to work all shifts including holidays as scheduled
- Responsible for the set-up and breakdown/clean-up of the complimentary
- Performs preventive maintenance and maintains records, instruction manuals and warranties on all equipment
- Establishes and executes a preventive maintenance program on plumbing, electrical, refrigeration/air conditioning, water coolers and other related mechanical equipment and appliances
- Inspects and ensures the proper working condition of equipment, machinery and facilities by regularly performing property walk-through and inspections and is responsible for inventory of maintenance stock and equipment, as required
- May respond to guest questions regarding the operation of Navy Lodge room appliance and fixtures, as applicable
- May be required to load and unload truck/vans
- Endures all tools, parts and equipment are available and properly cleaned and maintained, assures safety and fire rules are followed
- May be required to assist with set-up and breakdown of tents, chairs, tables used during special, and clean immediate and surrounding area upon the conclusion of the event
- Works under the general supervision of a Supervisor or Navy Lodge General

## Qualifications for navy lodge

- Performs various carpentry tasks involved in the alteration, repair or maintenance of buildings or equipment
- Paints the interior and exterior of the Exchange and/or Navy Lodge areas including walls, baseboards, shelves, counters, cases, Prepares surfaces for painting by sanding, wire brushing, Uses pre-mixed paints and accomplishes assignments by using roller, brushes and spray
- Makes electrical repairs on defective wiring, control equipment and fixtures
- May make plumbing repairs that can be accomplished by removing, cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems such as dirty traps, sections of broken tile pipe and lead drains
- May patch pot holes around the Navy Exchange/Navy Lodge parking areas
- May operate a motor vehicle in the performance of duties