



Example of Navy Lodge Job Description

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Our company is growing rapidly and is looking 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

- Supports Housekeeping operation in a variety of ways - Maintains a clean and safe environment
- Data is used in developing appropriate guest history and operational reports
 - Operate POS to record sales from convenience store
- Required to obtain certain certifications as necessary in connection with performing job duties
- 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, Visually inspects repairs to ensure that damaged or broken equipment is repaired/replaced properly
- Ensures proper control/maintenance of operational records and files
- Is sensitive and knowledgeable of the Navy Lodge Program's Central Reservation Center
- Utilizes judgment and understanding of policies and procedures to better assist patrons and resolve complaints and issues to includes but not limited to upgrading patrons room type adjusting room fee adjusting check-in and/or checkout times consistent with Navy Lodge Policy refers unusual issues to immediate supervisor for assistance
- Required to obtain proper certification
- Responsible for Navy Lodge front desk operations to include lobby appearance guest service office operations Required to work all shifts including holidays as scheduled

Qualifications for navy lodge

- Executes night audit functions reviews audit packs and researches and where possible and applicable resolves discrepancies
- Conduct interviews and recommend candidates for hire within the Guests Services Department
- Also washes walls partitions air vents disinfects and deodorizes toilet bowls lavatories Washes and replaces window treatments and washes ceiling fixtures changes light bulbs and room partitions using ladders and scaffolds
- Becomes knowledgeable regarding merchandise selected including proper setup use care characteristics of various product price points warrantee coverage Communicates productrelated information to customers knowledgeably and legibly
- Advises customers of upcoming sales events and services available throughout the Navy Exchange such as gift wrapping engraving delivery gift certificates Offers customers the opportunity to open a NEXCARD account and informs customers of NEXCARD account benefits
- Applicable to Minimarts operating a Food and Beverage Convenience Bar Incumbents may be required to perform all or any combination of the following Open and close the Food and Beverage Convenience Bar