



Oceanfront Resort & Spa
at Point Pleasant Beach
NEW JERSEY
732-899-3370

03/04/15

JOB TITLE: Maintenance Person
DEPARTMENT: Maintenance
SUPERVISOR TITLE: General Manager/Maintenance Supervisor

Job Description/Summary: A hotel maintenance person has to perform various tasks like general maintenance, preventive and emergency maintenance of the hotel. There are various kinds of maintenance employees deployed for different kind types of maintenance and repairs work. Generally, hotel maintenance is done in restaurants, front desk, rooms, parking, lobbies, restrooms and elevators of a hotel.

ESSENTIAL JOB FUNCTIONS:

Skill Requirements:

Skills required by hotel maintenance personnel are as follows:

- **Operational skills:** High amount operational skills are required to know all types of maintenance jobs like repairing, working of equipment's, engineering work etc.
- **Customer Service:** Hotel maintenance is about providing high amount of quality to customers.
- **Interpersonal skills:** A hotel maintenance person should have good interpersonal skills as he/she deals with superiors, colleagues and different kinds of customers.
- **Management skills:** Few maintenance persons also have to perform job of a supervisor or a manager thus requiring management skills.
- **Scheduling and planning skills:** A maintenance person has to perform a number of jobs at a time thus planning and scheduling is a must.

Main Duties:

Main task of a hotel maintenance manager is to perform general, preventive and emergency maintenance. Detailed lists of duties are as follows:

- Must perform task like repairing of various equipment and materials, replacement of electronics, painting, cleaning or wiring work
- Also maintenance of electronics like refrigerators, television sets, air conditioners etc. must be done regularly
- Solving guest complains in time.
- To keep a check that safety equipment like fire alarm, fire extinguisher etc. are in place and are in working condition.
- Refurbishing of chairs, tables, doors, windows and counters in order to keep it maintained for a long time.
- Ground maintenance like cleaning and maintenance of parking lot, garden or landscaping, swimming pool etc.

Signature

Date