

WorkBC Employment Services – Job Posting

**COMMON AREA ATTENDANT**

Area of Relevancy	;#Sea to Sky;#
Company / Employer	WorldMark - Wyndham Destinations
City of the Job	Whistler
Address of the Job	
Job Type	;#Part Time;#
Availability Requirements	
Level / Salary Range	\$16.65/hr
Years of Experience	No Experience Required - Will Train
Position Area	Other
Date Job Posted	12/12/2018 12:00:00 AM
Application Deadline	1/31/2019 12:00:00 AM
Contact Name	Carmella McMurry
Contact Phone Number	
Contact Email	<a href="mailto:carmella.mcmurry@wyn.com">carmella.mcmurry@wyn.com</a>
How to Apply	Apply on line: <a href="http://careers.wyndhamdestinations.com">http://careers.wyndhamdestinations.com</a>
Job Description	<p>Wyndham Destinations believes in putting the world on vacation. Our global presence in 110 countries at more than 220 vacation ownership resorts and 4,300+ affiliated exchange properties distinguishes Wyndham Destinations as the world’s largest vacation ownership and exchange company, with North America’s largest professionally managed rental business. Every year 3.5 million families entrust us with their vacation dreams. As the world’s largest vacation company, Wyndham Destinations provides access to unlimited possibilities to inspire your next vacation – or your next career. Each year our team of 25,000 associates delivers great vacations to millions of families as they make memories of a lifetime. Learn how you can join us on your career journey by visiting <a href="http://careers.wyndhamdestinations.com">careers.wyndhamdestinations.com</a>. Our world is your destination.</p> <p><b>Duties:</b>  A Common Area Attendant will support general resort operations by cleaning and maintaining all indoor and outdoor common resort areas and maintaining resort quality standards.  This position will promote Resort Standards and effectively provide services personally or refer requests to the appropriate department manager as needed to exceed guest expectations.</p> <p><b>Essential Job Functions</b>  Responsibilities include, but are not limited to:</p>

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	<p>Responsible for constant cleanliness by providing housekeeping throughout the resort and ensuring a clean environment for guests: Maintains resort interior by dusting and polishing furniture, counters, mirrors, fixtures; washing floors, windows, counters, walls, and woodwork; sweeping, scrubbing and mopping floors; cleaning and vacuuming carpets; re-supplying restrooms and locker rooms with necessary paper products. Removes trash and maintains interior appearance by picking up debris, emptying containers, transporting materials to disposal area; recycling materials. Observe precautions required to protect hotel and guest property, and report damage, theft, and found articles to supervisors. (55% time) Maintain positive customer and associate relationships: Respond appropriately to guest inquiries and concerns to ensure total guest satisfaction. Handle guest issues to resolution in effort to improve the guest experience and escalate any outstanding guest inquiry or concern to management that may require additional monitoring or follow-up. Make appropriate service recovery recommendations. Promote team work and quality service through daily communications and coordination with other departments. (15% time) Ensure compliance with: Internal Audit, Quality Assurance, Loss Prevention, Resort Operating Procedures, Guest Service Department Operating Procedure, and Standard Operating Procedures. (15% time)</p> <p>Build a “Count On Me” Culture: Continuously exhibit the company’s Count on Me philosophy; be responsive to the needs of our guests, associates and all we come into contact with on the job, be respectful in every way; deliver a great experience. (10% time)</p> <p>Performs other duties as needed (5% time)</p>
<b>Accessibility</b>	;#Accessible by Public Transit;#
Desired Qualifications and Experience	<p><i>Skills/Qualifications:</i></p> <p>Minimum Requirements and Qualifications</p> <p>a) Education - High School diploma or equivalent</p> <p>b) Training requirements - N/A</p> <p>c) Knowledge and skills Detail oriented with organizational skills Familiarity with cleaning products and equipment Ability to read and comprehend routine instructions, short correspondence and memos Ability to give high priority to customer service Must maintain a professional appearance a Can-Do, positive attitude towards all guests and staff Must be people oriented and able to work independently or with others as needed</p> <p>d) Technical Skills Small cleaning equipment experience Experience with cleaning chemicals Experience with general cleaning concepts</p> <p>e) Job experience Six months related housekeeping or building maintenance experience Unless there is a legal requirement, experience will be accepted for the education requirement.</p> <p>Additional Information: No Staff Accomodations provided</p>