

WAPATO POINT MANAGEMENT COMPANY
Position Description

POSITION TITLE: Van Driver
DEPARTMENT: Facilities Maintenance
REPORTS TO: Housekeeping Manager
SUPERVISES: No one
FLSA STATUS: Non-exempt
BARGAINING UNIT: Not represented by a collective bargaining unit

Basic Function

Safely and lawfully operate a Company van to deliver and stock linens and supplies to Housekeeping Storage areas. Pick up and deliver dirty laundry to laundry facilities. Transport Housekeeping employees to and from units.

Essential Duties and Responsibilities

1. Promote and maintain positive customer relations by providing first class customer service to all owners, guests and employees.
2. Keep maids' rooms clean, neat and fully stocked with clean linen and supplies.
3. Transport dirty laundry to laundry facilities for cleaning.
4. Deliver special requests of laundry or supplies to owners as needed.
5. Transport Housekeeping employees to units for cleaning and pick-up at end of shift. Transport inventory items to Association as requested.
6. Keep chemical room neat, clean and well stocked.
7. Report all supply shortages to supervisor for re-order.

Other Duties and Responsibilities

1. Provide back-up assistance with housekeeping duties, as needed.
2. Maintain vehicle cleanliness.
3. Fill vehicle gas tank and check oil on a regular basis.
4. Report any accidents or injuries immediately.

Education and Experience

High school diploma or General Education Degree (GED) or any combination of education, training and experience that demonstrates the ability to perform the duties of the job. Previous hotel or resort experience helpful, but not required. Must possess a valid Washington driver's license and maintain a good driving record, with no moving violations.

Knowledge, Skills and Abilities

1. Must be able to exercise sound judgment and work with little or no direct supervision.
2. Ability to maintain friendly, courteous demeanor with owners, guests and co-workers.
3. Ability to communicate effectively in English.
4. Ability to follow verbal and written instructions.
5. Ability to identify and resolve problems in a timely manner.

6. Ability to perform moderately physical activity.
7. Ability to operate as a member of a team and actively promote teamwork.
8. Ability to apply necessary safety precautions during the normal course of job duties.

Financial Responsibilities

None

External Contacts

Owners, guests, contractors and vendors.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to bend, stand and walk, including climbing stairs; reach with hands and arms. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. Routinely must be able to repetitively lift up to 50 pounds of bulky linens and load and unload cargo van.

Job Conditions

Deal with external weather conditions through the year.

Other Requirements

Perform additional duties as required. Report to work with a neat and clean appearance. Must possess a valid Washington driver's license and maintain a good driving record, with no moving violations.

By my signature below, I verify I have received a copy of this job description.

Employee Name (Printed)

Employee Signature

Date