



JOB DESCRIPTION

FACILITY ASSISTANT

Job Functions & Summary:

Responsible for maintaining a clean, sanitary, comfortable and tidy environment in the Club.

Your key responsibilities will include but not limited to:

- Sweep, scrub, mop and polish floors.
- Vacuum clean carpets, rugs and draperies.
- Shampoo carpets, rugs and upholstery.
- Dust and polish furniture and fittings.
- Clean metal fixtures and fittings.
- Empty and clean trash containers.
- Dispose of trash in a sanitary manner.
- Clean wash basin, mirror, tubs and showers.
- Clean car park areas, lobby, stairways, elevators, F&B outlets, etc.
- Distribute and arrange towels and cleaning supplies.
- Take stock and record inventory of all cleaning supplies and restock where required.
- Operate mechanized cleaning equipment.
- Ensure cleaning equipment and materials are in a safe and sanitary working condition.
- Monitor and report necessary repairs and replacements.
- Take stock, record inventory and issue employee uniforms.
- Sort and put away soiled laundry for vendor's collection.
- Check, sort and put away cleaned laundry upon vendor's delivery.
- Respond to member queries and requests for all matters relating to the changing rooms.
- Manage and record member movements in the changing rooms.
- Record distribution of keys and towels to members as per SOP.
- Ensure guest confidentiality and security of members in changing rooms.
- Report any maintenance issues or safety hazards.
- Observe and report damage of Club property.
- Any other ad-hoc duties as assigned.

Requirements:

- Minimum 1 year of related working experience with exposure in Clubs or hospitality environment.
- Possess good attention to detail and have a dependable character
- Good mobility including ability to reach, kneel and bend
- Good physical stamina including ability to lift, push and pull required load
- Knowledge of cleaning and sanitation products, techniques and methods will be an advantage
- Positive attitude towards fostering teamwork among associates.
- Ability to adapt, embrace strong cultural diversity, and work in multi-ethnic teams.