



DEPARTMENT: HOSPITALITY

POSITION: Hospitality Team Member (Full-time)

Status: Full-Time (non-exempt)

Work Schedule: Typically, Monday – Friday; including some weekends and holidays

Hourly rate: \$10.10 to \$12.00 per hour Non-Exempt

This is an essential position to Columbus Airport.

Reports To: Hospitality Supervisor

JOB SUMMARY

The Hospitality Team Member position will be responsible for the cleanliness of the Columbus Airport's facilities by maintaining the cleanliness and sanitation of airport terminal and common areas including stairways, supply rooms, housekeeping office, administration offices, furnishings, and rest rooms as well as building entrances, parking lots and exterior walkways. The Hospitality schedule is full time, including weekends and holidays.

Hospitality Team Members work under a firm schedule determined by the commercial airline flight schedule (subject to change) and will be assigned duties by the Hospitality Supervisor. Hospitality Team Members are required to work as part of a team or with no direction for early morning and late evening schedules.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Daily sweeping, mopping, and vacuuming floors in terminal to include gate, Admin, FAA, etc.
- Clean restrooms and lavatories including sinks, toilets, urinals, and showers.
- Launder and store cleaning towels and cloths.
- Dust and clean furniture, desks and office furniture.
- Clean escalator rails, sweep elevators and wipe down buttons.
- Clean and wash windows, mirrors, and other glass.
- Re-stock hand sanitizer, soap, paper products and sanitary products in restrooms.
- Empty and clean garbage containers in the terminal and pay parking lots.
- Sweep and/or remove litter and debris from sidewalks, public areas and parking lots.
- Disinfect water fountains, sinks, and all stainless steel.
- Will work with chemicals, solvents, corrosives, and abrasives.
- Will be exposed to dust, dirt, and fumes.
- Will be occasionally exposed to severe or inclement weather.

- Clean and stock indoor and outdoor pet relief areas.
- Clean administration breakroom to include, refrigerator, microwave, counters, floors, etc.

MINIMUM ACCEPTABLE QUALIFICATIONS

High School Diploma or GED. Certification in one or more trades. At least one year of related experience in performance of industrial, institutional, or hotel housekeeping duties.

KNOWLEDGE, SKILL, & ABILITIES:

- Attention to detail and skilled organization
- Knowledge of cleaning equipment, chemicals, and procedures.
- Ability to understand and carry out verbal & written instructions.
- Ability to work weekends, holidays, mornings, and nights.
- Ability to perform light physical tasks, exerting up to 30 lbs.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry repetitively and for extended periods of time.

Physical Demands

Work requires continuous moderate with some strenuous physical exertion including standing, climbing, crawling, and regular lifting. Must be able to climb stairs and/or ladders, lift at least 25 pounds, and have the ability to squat, bend, stoop, reach, push and pull.

Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to modification to accommodate individuals with a disability.

I have read and understand the duties and responsibilities for which I would be responsible, as well as the minimum requirements for this position. I am aware of my duties and responsibilities set forth in this job description and that I am employed in an “at will” capacity.

Employee Signature

Date