

JOB DESCRIPTION – Schedule B

<u>Position:</u>	Stores/Cleaner
<u>Location:</u>	Skyline Rotorua
<u>Department:</u>	Property Maintenance
<u>Responsible to:</u>	Food and Beverage Manager

Key Tasks:

To ensure that all goods received at Skyline Rotorua are received in the correct procedural manner, ensuring accuracy is maintained at all times.

To maintain the Skyline Rotorua complex public areas whilst on duty, ensuring that they are maintained to an acceptably high standard and carry out any maintenance issues within one's capability.

Main Duties and Responsibilities:

1. To ensure that all goods are received at the top terminal in the correct manner and correspond with both the packing slip supplied, and purchases order.
2. To distribute the received goods to the respective department ensuring any perishable items are stored immediately.
3. To report any short delivered orders or damaged goods to the respective Department Manager.
4. To ensure that the top complex public areas are cleaned as per the cleaning schedule. This includes cleaning and emptying of bins and ashtrays, cleaning of glass doors and windows, vacuuming of carpeted areas and mopping and polishing of lino areas.
5. To ensure Bottom and Top Terminal public toilets are cleaned as per cleaning schedule. Including mirrors, benches, basins, refilling roller towels, refilling toilet rolls, emptying bins, refilling soap dispensers and mopping floors.
6. To do regular checks of areas for maintenance, which may be required to be carried out – within your capability or complete a maintenance request and forward to the Chief Engineer.
7. To ensure exterior – gardens and car park areas are clean and free of rubbish as per cleaning schedule. This includes rubbish bins, pathways.
8. To comply with all established workplace Health and Safety policies.
 - a) To be responsible for meeting and promoting established Health and Safety policies and practices.
 - b) To be responsible for the completion of approved workplace Health and Safety documentation.

9. Ensuring delivery of service that support Skyline’s sustainability goals by:

- (a) Ensuring recycling and waste management practices are carried out where possible.
- (b) Maintaining your work area to an environmentally acceptable standard.
- (c) Making suggestions for environmental sustainability improvements.

Living Our Values

Skyline Rotorua is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company’s purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals.

We’re Skyliners. We’re brave, we care, and we do everything we can to deliver real fun and make people smile.



- We're ambitious and bold
- We always challenge the status quo
- We demand the best and protect our values
- We lead by example



- We look after one another
- We value our guests and treasure their experiences
- We respect our environment and our community
- We build a safe space for ourselves and our guests



- We make growth happen
- We anticipate and welcome change
- We get on with stuff and always go above and beyond
- We own our actions and we inspire others to succeed

Key Competencies:

- Ability to cope well under pressure
- Reliable and able to work unsupervised
- Able to follow procedures
- Able to work as part of a team
- Attention to detail
- Flexibility in tasks to be undertaken
- Physically fit
- Be able to lift up to 20 kgs
- Be able to lift a 30 litre keg 20cms onto a trolley from time to time.

General:

Any other duties that are related to and consistent with the above Job Description as directed by the Food and Beverage Manager or Duty Manager.

Ensure full confidentiality is maintained at all times.

Ensure all aspects of the Skylines Core Values are upheld

Maintain a public image that is compatible with the highest possible standards whilst on the premises.

I accept the job description for the position of Stores/Cleaner.

Name: _____ Date: _____