



Facility manager job description

Responsibilities:

- Clearing snow in winter, checking forecourts in summer, and keeping them clean
- Emptying of rubbish bins: Reception, office, staff room, staff changing rooms, at the hotel entrance;
- Baggage service for arrivals and departures and moves
- Prepare extra beds for floor
- Valet parking for arrivals and departures and washing the car if requested by the guest
- Keeping the hotel bus clean
- All-round view when walking through the house (various defects, repairs, maintenance). Always walk around the house with your eyes open.
- Replacing broken lightbulbs
- Seating in the seminar room, if required, on instruction
- Daily control of the measured values in the swimming pool
- Prepare and set up loungers for the garden every day
- Set up terrace furniture for the bakery and keep the terrace clean
- Put away patio furniture in front of the bakery when it snows and set it up again when the weather is nice
- Pick up the repair list from reception every day when you start work
- Carry out and control repairs in the guest rooms immediately
- Act guest-oriented and friendly
- Cooperation with the reception regarding various information (e.g. forwarding complaints/requests/suggestions of the guest, relocation, etc.)
- Report major defects that require a specialist immediately at reception