



MIRAMONT



19th Hole Attendant-Housekeeper

JOB SUMMARY

The 19th Hole Attendant's primary responsibility is maintaining the cleanliness of the 19th Hole (men's lounge and locker room), to include general cleaning, trash removal, stocking amenities, and assistance with laundry.

ESSENTIAL JOB FUNCTIONS

- Clean assigned areas quickly, neatly, and efficiently.
- To ensure that all public areas; locker rooms, suites, meeting spaces, restrooms, and offices are clean.
- To maintain a neat and clean cart, equipment, storage rooms, and supplies.
- To maintain and perform functions of the laundry; folding linens, separating linens, loading washer/ dryer, and pressing linens.
- To perform the functions of turndown; turndown occupied rooms, clean assigned areas, perform laundry functions close housekeeping.
- To maintain a friendly and approachable attitude towards guests and staff.
- To maintain a clean and professional appearance.
- To respect all equipment and property of the club and use with care to avoid unnecessary damage.
- Document any deficiencies, including mechanical and electrical problems from the areas you clean and report to the Executive Housekeeper.
- Label and submit all lost and found items to the receptionist.
- Intend to live our mission, help us build upon our vision and uphold our values.
 - Completes other assignments made by the Executive Housekeeper and Assistant Executive Housekeeper



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JOB QUALIFICATIONS

- High School diploma or equivalent.
- Hotel or private club cleaning experience preferred, but not required.
- Great attitude.
- Highly motivated.
- Good communication skills.
- Must be able to lift at least 50 lbs.
- Ability to stand on feet for extended period of time.
- Must be able to climb a ladder up to 12 feet, climb stairs, bend, kneel, stand, and walk for 8 hours a day.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle or feel. The employee is required to sit and reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must have the ability to multi-task and complete tasks in an accurate and timely manner.

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont Country Club. This description is subject to change without notice.

HOW TO APPLY

Email your completed application to mcglothlin@miramont.cc.



Dear Employee Candidate:

Thank you for inquiring about joining our team at Miramont. We have had the good fortune to be widely recognized as one of the premiere private country clubs in Texas since opening in 2005. We are humbled to have been ranked as the No. 8 golf venue in the Lone Star State by *Golf Digest*. Our valued team members have helped us to develop an impeccable reputation for providing first-class hospitality to our Members and guests.

To provide such great service, we must have terrific staff members. We've developed such a team, and I am excited about the possibility of adding you if it is deemed that you are a great fit. Please read the attached Mission, Vision and Value Statements carefully and intentionally **before** completing your application. This document represents the values in which we ask all of our team members to embrace and exhibit.

If you are selected for an interview, you will be asked how you intend to live our mission, help us build upon our vision and uphold our values. You will be asked why, after reading this document, that you are a fit to join our team.

Additionally, if you are selected for an interview, please read the job description carefully, make sure you are qualified for the position, review our website and come prepared with questions. Be on time and exhibit professionalism. Male applicants for Clubhouse positions should wear collared shirts and slacks. Female applicants for Clubhouse positions should wear a business-casual blouse and pants or a business-casual dress. Applicants applying for jobs in golf course maintenance should report to the turf building (4133 Boonville Road, Bryan, TX 77802). Please remember that first impressions and a professional appearance are important.

I look forward to possibly meeting you at a future new hire orientation. Thanks again for your interest in Miramont.

Warm regards,

Aaron Dawson
General Manager

MIRAMONT

One Miramont Boulevard Bryan, Texas 77802

t • 979.774.7474 f • 979.776.0784

www.miramont.cc



Mission and Vision Statements

VISION STATEMENT: We create a home-away-from-home by maintaining a culture of integrity, excellence, gratitude and respect.

MISSION STATEMENT: We are committed to being an extraordinary, family-focused Club that consistently provides genuine hospitality, memorable events and superior facilities.

Core Values

These values apply to Members, guests and team, preserving Miramont's culture of integrity, excellence, gratitude and mutual respect:

- **Family-focused:** We treat each other, Members and guests as family.
- **Affirmative environment:** We strive to make the answer "YES."
- **Welcoming:** We communicate first, displaying authentic hospitality.
- **Commitment to growth:** We continually evolve ourselves and our Club.
- **Professionalism:** We are professional in everything we do.
- **Ownership:** We take ownership of our actions.
- **Safety:** We are committed to safety.



MIRAMONT

APPLICATION FOR EMPLOYMENT

We are pleased that you are interested in applying for a position with our Company. This Company does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons 40 and over, or on the basis of a handicap not limiting the applicant’s ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the Company makes no commitment of employment to the applicant. This application will remain active for 45 days.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

The “at will” provision cannot be modified in any manner, either expressly or impliedly, except in written form signed by the Company’s chairman or president and by you.

Signature of Applicant

Date

BASIC INFORMATION:

Name: _____
 First Middle Last

Address: _____
 Street City State Zip

Phone: _____ Email: _____

Position applied for: _____ Are you at least 18 years of age? Yes No

Full-time Part-time Summer Other If part-time, hours available: _____

Salary requirement: _____ Date available: _____

How were you referred to us? _____

Do you have any friends or relatives working here? Yes No

If yes, please list their name/s and your relationship/s: _____

For purposes of verifying employment and education, please list any other names you may be known by: _____

SKILLS:

- Typing _____ WPM
- 10-Key _____ Touch _____ Sight
- Data entry
- Switchboard or multi-line phone systems _____ (Number of Lines)
- Other: _____

COMPUTER:

- Jonas
- Software (to include word processing, spreadsheets, databases or other applications): _____
- Hardware: _____
- Programming: _____
- Operating Systems: _____
- Other: _____

EDUCATION:

Name	Address	Major	Circle Last Year Completed	Did you graduate?	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)			1 2 3 4		

If you did not graduate, why did you leave school or college? _____

Are you planning or pursue further studies? Yes No Day School Night School

If so, when, where, and what courses? _____

Schedule (if currently enrolled): _____

MISSION, VISION AND CORE VALUES: *Use the space below to describe in your own words what you think about Miramont's Mission, Vision and Core Values and how you plan to contribute to the company's Mission. If you need more space, please continue on a separate sheet or the back.*

WORK HISTORY: *Start with your present or most recent job. Please list all previous employers – including any periods of self-employment, part-time and temporary/seasonal work. Include only employers located in the United States. If you need additional space, please use the back of this page.*

1	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

2	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

3	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

4	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

5	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

6	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending or Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

May we contact the above Employers for reference checking purposes? Yes No

Please identify, by number, any Employer you do not wish us to contact. _____

REFERENCES: *Please list the names, email addresses and phone numbers of two personal references, excluding relatives.*

GENERAL INFORMATION:

Part of our employment process will involve a background investigation. The background investigation will include a criminal investigation and may include the procurement of your fingerprints. (In the event fingerprints are procured, they will be processed by the Federal Bureau of Investigation.) This process is designed to notify the Company of any criminal record you may have.

It is critical that the questions listed below be completed fully and accurately. Please note that a conviction or pretrial diversion or similar program does not automatically disqualify you from employment. It is our preference to discuss any potential concerns prior to employment. If you are employed by the Company, and there is a discrepancy between law enforcement records and any of your responses to the questions below, you may be terminated at any time during your employment.

Have you ever been refused bonding coverage or had bonding coverage canceled? Yes No

If yes, please explain: _____

Have you ever been convicted of any criminal offense (including misdemeanor or felony or any other categories or types of offenses) or agreed to enter into a pretrial diversion or similar program, including deferred adjudication, in connection with prosecution for such an offense? Yes No

If yes, please explain: _____

CERTIFICATION AND ASSENT:

I hereby certify that the statements I have made are true, and, if I am subsequently employed by the Company, that I may be subject to discharge if they are found to be false. I have provided the information above voluntarily and without coercion. I also understand that employment and continued employment is conditional upon the Company securing and retaining an acceptable fidelity bond on me.

I understand that the Company is required to make an inquiry regarding criminal records which may include procuring my fingerprints, at the Company's expense, and I agree to have my fingerprints submitted to the Federal Bureau of Investigation and other law enforcement officials and agencies nationwide for a criminal records investigation. The Company reserves the right to perform a criminal background investigation, which may include the submission or resubmission of fingerprints, on current employees, at any time. Employment and continued employment is contingent upon a satisfactory investigation.

I release the Company, its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims relating to the criminal background investigation and/or my submission to being fingerprinted and relating to any consequences from the fingerprinting program.

Signature of Applicant

Date