



The Tanglin Club was founded in 1865 and is prominent among the established private members' clubs in Singapore. We are now looking for an individual to work with our Housekeeping Department.

Housekeeping Attendant

Responsibilities:

- Maintains and ensure the cleanliness of work areas
- Offers all possible assistance to Members and guests
- Reports to the Housekeeper on any maintenance required in service areas, corridors, guests rooms, etc.
- Communicates effectively within the Housekeeping Department
- Reports any loss or damage of any furniture linen, fixtures or equipment to the Housekeeper
- Ensures that the highest level of service and communication is maintained
- Adhere to Club safety and security policies and procedures; report any safety hazards, accidents, or injuries, etc.
- Assists with porter service whenever required

Requirements:

- Mature workers are welcome to apply
- Able to understand simple English
- Able to follow verbal instructions
- Able to perform shift duties including weekends and public holidays

Benefits:

- Meal allowance of \$180 per month
- No MC award of \$400 per year
- Dental benefit of \$200 per year
- Ang Pow
- Annual Wage Supplement, etc.

**Interested applicants, kindly walk in for an interview at the address below
on weekdays during office hours (avoiding lunchtime):**

Human Resource Department
Tanglin Club
5 Stevens Road
Singapore 257814
Tel: 6622 0544