



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

## **Housekeeping Attendant**

### **Responsibilities:**

- Maintain and ensure the cleanliness of work areas
- Offer all possible assistance to Members and guests
- Report to the Housekeeper on any maintenance required in service areas, corridors, guests rooms, etc.
- Communicate effectively within the Housekeeping Department
- Report any loss or damage of any furniture, linen, fixtures or equipment to the Housekeeper
- Ensure that the highest level of service and communication is maintained
- Adhere to Club safety and security policies and procedures, reporting any safety hazards, accidents or injuries, etc.
- Assist 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 \$400 per year
- Dental benefit \$200 per year
- Ang Pow
- Annual Wage Supplement, etc.

Interested applicants, kindly walk in for an interview on weekdays, between 9.00am and 6.00pm, at the address below:

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