

## JOB DESCRIPTION

**JOB TITLE** : **FLORIST**  
**DIVISION** : **ROOMS**  
**DEPARTMENT** : **HOUSEKEEPING**  
**REPORTS TO** : **EXECUTIVE HOUSEKEEPER**

### GENERAL MISSION

To create flower arrangements for Guest Rooms, Public Areas, Restaurant and Banquet; to ensure the standards of the Hotel are consistently maintained.  
To carry out all duties efficiently and to work very closely with other department.

### RESPONSIBILITIES AND MEANS

To provide a courteous and professional service at all times.  
To maintain a high standard of personal appearance and hygiene at all times.  
To carry out any other reasonable duties and responsibilities as assigned.

### ADMINISTRATIVE RESPONSIBILITIES

Submitting to Housekeeping Manager a monthly report on the breakdown of the costs of flowers prepared for the hotel outlets.  
Responsible for making sure that the amount of flowers ordered correspond with the amount received and billed.

### TECHNICAL RESPONSIBILITIES

Ordering of flowers after the approval of the Executive Housekeeper.  
To receive and check flower order.  
To make flower special arrangement for VIP Rooms, F&B Convention, Banqueting and meeting.  
To check on the quality of arrangement.  
Responsible for the cleanliness of all equipment vases and the flower room.  
Responsible for all equipment and inventory in the flower room.

### COMMERCIAL RESPONSIBILITIES

N/A

### HUMAN RESOURCE RESPONSIBILITIES

Have a good relationship with all colleagues.  
Be understanding, supportive, encouraging and helpful to all.

### RELATIONS

Reports directly to the Executive Housekeeper

### REPLACEMENT AND TEMPORARY MISSION

To be ready and responsible when assigned, to perform any other duties as required from time to time by the Management of the hotel.