

Job Title: Housekeeper

Department: Housekeeping

Reports to: Housekeeping Supervisor/Manager

Key Areas of Responsibility:

- Ensures that standards of cleanliness are achieved and maintained in all areas of the resort.
- Ensures the preparation and cleanliness of rooms and public areas within established time limitations.
- Cleans rooms, including dusting, vacuuming, changing bed linens, cleaning bathrooms, emptying trash, and restocking room supplies.
- Cleans and wipes windows, doors, walls, closets and fixtures in rooms, public areas, and hallways.
- Washes shower walls and tubs, clean toilets, and stall walls.
- Wipes exposed pipes, clean mirrors, sinks, and walls in public restrooms.
- Replaces towels, soaps and all room amenities and replaces torn or soiled items.
- Dusts and polishes furniture, fixtures, and wall hangings using a duster to reach vents and ceiling corners to remove dust and cobwebs.
- Strips beds of linens and remakes with fresh, checking bedspread, blankets, and bed pads for cleanliness, replacing if soiled Checks for soil between mattress and under the beds.
- Vacuums rooms, public areas, and hallways. Lifts or moves furniture to vacuum.
- Notifies supervisor or manager of safety hazards.
- Practices safety standards and follows all training procedures.
- Checks appliances in rooms and reports items that need repair.
- Realigns furniture and amenities according to prescribed layout.
- Follow through on lost and found procedures.
- Secures and maintains custody of equipment at the end of each shift.
- Cleans, disinfects, and stores all equipment at the end of each shift.
- Approaches all encounters with guests in a friendly and courteous manner.
- Assist the kitchen with service of breakfast meals.
- Assumes other duties as needed.

Education: High School Diploma or equivalent preferred

Experience:

- Experience in a related field is a plus.

Knowledge and Characteristics:

- Ability to multi-task and work in a fast-paced environment.
- High level of attention to detail.
- Ability to read, write, and follow oral and written instructions.
- Strong verbal and written communication skills.
- Ability to maintain a positive and productive working relationship with other team members and other departments.
- Valid driver's license and a clean driving record required if operating company owned vehicles, including golf cart or utility vehicle.
- Must be at least 17 years of age to operate company vehicles. Must be at least 18 years of age if operating golf cart or utility vehicle.

Tools/Equipment Used:

- Cleaning supplies
- Vacuum Cleaner
- Brooms, Mops and Dusters
- Washer/Dryer
- Computer and other basic office equipment

Terms of Employment:

This is a seasonal, hourly position from mid-April until mid-November with spring cleaning typically beginning in early to mid-March. Days will vary including some weekends and holidays and possible overtime as needed. Typical hours for the housekeeping department will be early morning (6-7 am) until early afternoon (2-3 pm). Must be able to lift up to 25 lbs. Pay rate is hourly plus tips.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.