

**Job Title: Housekeeper**

**Department: Housekeeping**

**Reports to: Housekeeping Supervisor/Manager**

*First impressions matter! Guests' initial reactions to Capon Springs and Farms facilities, particularly their accommodations, set the tone for their entire stay. Capon housekeepers are responsible for ensuring guest rooms and other interior areas of the resort are maintained in a clean and sanitary condition while approaching all encounters with guests in a friendly and courteous manner.*

**Key Areas of Responsibility:**

- Cleans guest rooms by dusting, vacuuming, changing bed and bath linens, emptying trash, and restocking room supplies.
- Checks bedspreads, blankets, and mattress pads for cleanliness and replaces if soiled.
- Checks between mattresses and under the bed and cleans as needed.
- Cleans and disinfects shower walls and tubs, sinks, toilets, and floors in bathrooms.
- Cleans windows, doors, walls, closets and fixtures in guest rooms and public areas including hallways and public bathrooms.
- Dusts and polishes furniture, fixtures, wall hangings, and vents.
- Vacuums public areas and hallways, lifting or moving furniture to vacuum underneath.
- Realigns furniture and amenities according to prescribed room layout.
- Practices safety standards and follows all training procedures.
- Notifies supervisor/manager of any safety hazards or items that need to be replaced or repaired.
- Follows procedures for lost and found items.
- Cleans, disinfects, and stores all equipment at the end of each shift.
- Other duties as assigned.

**Education:**

- High School diploma or equivalent preferred.

**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 co-workers.
- Valid driver's license and a clean driving record required if operating company owned vehicles including golf carts or utility vehicles.

**Tools & Equipment Used:**

- Cleaning supplies such as furniture polish, bleach, cleansers, etc.
- Vacuum Cleaner
- Brooms, Mops and Dusters
- Washer/Dryer
- Golf Cart/Utility Cart

**Terms of Employment:**

This is a seasonal, hourly position beginning in mid-April until mid-November with spring cleaning beginning in mid-late March. Days will vary but will include weekend and holiday work and overtime as needed. Typical hours for housekeeping are day shift from 7-8 am until 3-4 pm. Must be able to lift up to 25 lbs. Base pay plus tips averaging \$12-15 per hour after completion of training period.

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.

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