



Housekeeping

Seasonal / Full or Part Time / Day Shift

Department: Housekeeping

Reports to: Housekeeping Supervisor

Starting Wage: \$6.50/hour + Tips

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, but not required.

Knowledge and Experience:

- Previous experience in housekeeping is a plus.
- Must be able to lift/carry up to 25 lbs. and move in a full range of motion.
- Must be able to work in a fast paced environment.
- Driver's license required if operating a Capon vehicle, including golf carts or utility vehicle.
- Ability to maintain a professional, courteous working relationship with co-workers.

About Us:

Capon Springs is a seasonal mountain resort in the foothills of Hampshire County, WV. Our season typically runs from early May through mid-November. Co-workers must have flexibility in their work schedule, including weekends, and holidays, and possible overtime during the peak season. Starting pay is based on experience and education. Benefits for seasonal co-workers include free meals during the work shift; co-worker events and activities; discounts on goods and services at the resort; eligibility for AFLAC insurance plans; and 401k with employer match.

Capon Springs and Farms proudly offers a rich history, steeped in tradition and a commitment to our guests and co-workers. We invite you to learn more about our culture and company at www.caponsprings.net/careers.