

Housekeeper

Responsible to: Hospitality Coordinator (HC)

The Housekeeper will meet regularly with the HC for troubleshooting, assistance and cleaning assignments.

Job Description

The Housekeeper will complete cleaning duties. These tasks include but are not limited to the cleaning of all buildings, laundry and maintaining a cleaning supply inventory. The Housekeeper will delegate cleaning duties to other staff when needed.

Primary Duties and Responsibilities

Planning

- Of tasks, in relation to rental groups and programming activities.
- Plan special cleaning projects in advance considering coming groups and activities.

Work

- Clean facilities as outlined by HC
- Maintain cleaning equipment and cleaning rooms (laundry room, Janitorial closets, vacuums, etc)

Qualifications

- Experience will necessary
- Knowledge of property and facility

Working Conditions

- There is a lot of walking and heavy lifting within this position.
- The Housekeeper may be invited to join in meals at the discretion of the HC.

Training

The Housekeeper will receive 1 day of staff training which will include, facility orientation, policy and procedure overview, review compensation and highlight workplace health and safety practices as it specifically relates to the role of Housekeeper.