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# Lake Francis Resort and Camp Rockin' U

## *Job Description*

Job Title: Housekeeper

Incumbent:

Classification:

Reports to: Housekeeping Lead

### **Position Purpose:**

Maintain and clean cabins, restrooms, and other resort spaces consistent with the mission and established policies and procedures of the resort.

### **Essential Job Functions:**

1. Maintain and clean cabins, restrooms, and all resort spaces
  - a. Operate necessary cleaning equipment such as vacuum, mop, washing machines, dryers, solvents etc., in a safe and efficient manner.
  - b. Be aware of and make necessary changes to or inform Housekeeping Lead of hazards found on resort grounds.
  - c. Assist in ordering and inventorying housekeeping supplies, cabin inventory, and other facility supplies
  - d. Assist in initial and end-of-season inventory
  - e. Performs all duties in accordance with health and human services
  - f. Understand and implement all health department guidelines for cleaning solvents etc.
  - g. Store equipment for safety.
  - h. Utilizing, maintaining, and documenting MSDS pertaining to housekeeping chemicals
2. Coordinate with front desk staff to confirm cleaned cabins
  - a. Utilize ResNexus to confirm cleaned cabins
3. Perform janitorial duties
  - a. Sweep, scrub, wax floors, wash windows and screens, put up and take down window screens, curtains, and blinds
  - b. Dispose of trash and waste.

### **Other Job Duties:**

- Attend applicable staff meetings and trainings
- Maintain clear and positive written and verbal communication with all resort staff
- Offer positive customer service to all resort guests
- Ongoing problem solving
- All other duties and tasks as assigned

### **Relationships:**

- Creating and maintaining positive relationships with Resort Staff and Guests

### **Equipment Used:**

- Vacuums
- Golf carts
- Dusters
- Mops
- Tablet or laptop with ResNexus
- Radio

### **Qualifications:**

- A high school diploma or its equivalent or two years of experience in a facility and site housekeeping business.
- Current certification in first aid and CPR is desirable.
- Valid and current driving license
- Must pass a background check.

### **Knowledge, Skills, and Abilities:**

- Ability to work on a team, relate and work well with others.
- Self starter and organizer.
- Ability to accept guidance, direction and supervision.
- Proficiency in the safe and proper use of cleaning tools, heavy and light housekeeping machinery
- Ability and willingness to work in an outdoor campground setting

### **Physical Aspects of the Position:**

- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify safety hazards
- Ability to walk, stand, bend, stretch & stoop
- Ability to lift, up to approximately 50 pounds, and occasional team lifting of equipment weighing up to approximately 75 pounds may be required. (mattresses, beds, etc.)
- Ability to safely and properly use housekeeping equipment
- Ability to safely drive carts
- Operate with daily exposure to the sun and heat and other environmental conditions.
- Requires hand eye coordination and manual dexterity to manipulate housekeeping equipment