

Job Description

Job Title: Housekeeper
Department: Housekeeping
Reports To: Supervisor of Housekeeping
Prepared Date:
Revised Date: 5/3/18
FLSA Status: Non-Exempt/Hourly
Employment Status: Full Time Seasonal & Part Time Seasonal
Pay Grade: \$10.20 per hour

*NOTE: This job description shall not be construed as a contract for employment.
The Home Ranch is an at-will employer.*

As a prerequisite to employment, a background check and credit report may be performed.

SUMMARY

Responsible to keep guest rooms and public areas clean and comfortable. Also responsible to help create a positive environment for internal and external guests at The Home Ranch. As a customer focused organization, a crucial part of each employee's job is to get and keep guests. A key part of every employee's job is to serve as a Ranch Ambassador, engaging the guest at every opportunity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Clean guest room and public areas according to Ranch procedures.
2. Keep closets clean and organized.
3. Keep and check the main lodge for cleanness and free of trash, dishes, and any other items that don't belong
4. Perform in a timely manner and ensure correct items purchased during Town Run
5. Use proper care in handling and operating equipment.
6. Stock baskets for daily cleaning, inform supervisors of supply needs.
7. Keep chemical bottles filled with correct product.
8. Maintain high standards of cleanliness. Checking the notes for each room to match guests' diets & allergies
9. Help maintain inventory of housekeeping items and inform supervisors of supply needs.
10. Complete assigned rooms in a timely manner to ensure that all rooms are ready for guest check in at 4:00 p.m.
11. Adhere to safety standards when required.
12. Flexible working hours. Some job sharing may be required.
13. Housekeepers are required to drive company vehicle and meet insurance qualifications.
14. Perform turndown during your night shift, check on the cleanness of the lodge as well as all rooms.
15. Complete laundry and Ironing of staff and guests items
16. Clean exterior of hot tubs
17. Take stock of food items in the rooms and cabins, matching the guests' needs and diet & allergies.

RESPONSIBILITIES TO SAFETY:

1. Protect the safety of self, co-workers resort guests at all times.
2. Report any potentially harmful equipment or situations to the immediate supervisor without delay.
3. Report safety-related accidents and incidents at once to immediate supervisor.
4. Follow all company and department safety policies and procedures.
5. Operate equipment in a safe manner that will not lead to injury of yourself or others.
6. Drive in accordance with the law and resort policies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No prior experience or training.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and smell. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.