

JOB PROFILE HOUSEKEEPER

Title: Housekeeper

Reports to: Recreation Manager

Status: Part-time, Non-exempt

General Summary:

Under the supervision of the Recreation Manager, this job is for a part-time or on-call and fill-in housekeeper as needed. The winning candidate(s) will perform housekeeping for Pt. Robinson and Fern Cove - assuring the houses are clean, safe, and ready for guests as assigned, providing a quality rental experience for guests.

Essential Duties and Responsibilities:

- Assure that the assigned facility is clean between the departing and arriving guest(s) using established cleaning guidelines.
- Notify Lodgings Manager when the inventory of supplies and items needed by guests and housekeeping needs to be reordered.
- Keeping the Lodgings Manager apprised of any and all developments as they relate to the rental program.
- Performs other related duties as assigned.

Job Specifications:

- Ability to operate and use cleaning equipment and supplies in a responsible and safe way.
- Knowledge of standard and “green” household cleaners.
- Sitting, standing, or walking for extended periods of time.
- Reaching overhead and above shoulders.
- Lifting, carrying, pushing, and pulling furniture.
- Bending at the waist, kneeling, or crouching.
- Lift static weight up to 50 lbs.
- Hearing and speaking to exchange information
- Seeing to reading a variety of materials
- Self-starting and able to use time effectively and efficiently.
- Proven ability to work with other employees, independent contractors and general public with tact and courtesy.
- Maintains current WA State Drivers License with acceptable driving record.

If Interested please e-mail your resume to:

Eric Wyatt

Eric Wyatt

Recreation Manager

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Tel: (206) 463-9602 Cell: (206) 465-3180

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals **assigned to** this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.