

JOB DESCRIPTION

Job Title: Laurel Ridge Housekeeper

Reports to: Assistant Director

Supervises: No supervisory responsibility.

Job Summary:

This is a part time, hourly position. Number of hours per week vary based on demand as scheduled by the Assistant Director. Housekeeper is responsible for general cleaning as assigned throughout Laurel Ridge and reporting maintenance needs to the Assistant Director.

Essential Functions:

- Performs routine cleaning of bedrooms and bathrooms, main halls, main bathrooms and conference areas as needed which includes basic cleaning, linen and trash collection, furniture arrangement, conference set ups, restocking of amenities, changing light bulbs, turning down thermostats, closing windows, locking doors.
- Performs detail cleaning periodically that includes washing and changing mattress pads and bedspreads, sanitizing fixtures, cleaning walls and paneling, and washing the inside windows.
- Checks cleaning supplies and notifies Assistant Director of order needs.
- Reports any maintenance needs to Assistant Director.
- Cares for plants and flowers through out the Lodge. Assists with keeping the environment pleasant for guests.
- Performs other duties as assigned.