



FACILITIES

JOB DESCRIPTION

Title:	Housekeeper
Department:	Housekeeping
Supervisor:	Housekeeping Supervisor
Position Type:	Non-Exempt
Pay:	\$17.00 per hour

OVERVIEW:

The Housekeeping position is responsible for all assigned cleaning requirements for both members' homes and Glacier properties.

ESSENTIAL DUTIES:

1. May be required to supervise junior housekeeping staff
2. Sweep, scrub, mop and polish floors, and vacuum clean carpets, rugs and drapes
3. Shampoo carpets, rugs, and upholstery
4. Dust and polish furniture and clean metal fixtures
5. Empty and clean trash containers and clean wash basins, mirrors, tubs, and showers; wipe down glass surfaces
6. Make up beds and change linens as required
7. Wash windows as scheduled
8. Sort, wash, load, iron and press laundry and then put away
9. Maintain all cleaning equipment and materials in a safe and sanitary working condition; monitor and report necessary domestic repairs and replacements
10. Check and maintain dog stops and pool area
11. May be required to work special events.
12. Service occupied hospitality units
13. Clean appliances; polish silverware
14. Inspect and turn mattresses regularly
15. Restock supplies such as drinking glasses, soaps, shampoos

QUALIFICATIONS:

1. High school diploma or equivalent required
2. Minimum two to three years job related experience
3. Valid driver's license
4. The desire to continually learn and act strategically



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5. Ability to work independently and with minimal of supervision
6. Possess good verbal and written skills
7. Ability to work in an environment that has constantly changing priorities
8. Ability to maintain a high level of confidentiality with all matters

PHYSICAL REQUIREMENTS:

- Must be able to sit, climb, balance, stoop, kneel, crouch, crawl, lift 50 pounds

EQUIPMENT USED:

- Various job-specific vehicles and machinery.