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## FACILITIES

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### JOB DESCRIPTION

**Title:** Housekeeper  
**Department:** Housekeeping  
**Supervisor:** Housekeeping Supervisor  
**Position Type:** Non-Exempt  
**Pay:** \$17.00 - \$18 per hour  
**Hiring Bonus: \$300 after 60 days**

#### OVERVIEW:

The Housekeeping position is responsible for all assigned cleaning requirements for Glacier properties.

#### ESSENTIAL DUTIES:

1. Sweep, scrub, mop floors and vacuum carpets, rugs, and drapes
2. Shampoo carpets, rugs, and upholstery
3. Dust and polish furniture and clean metal fixtures
4. Empty and clean trash containers, clean wash basins, mirrors, tubs, and showers; wipe down glass surfaces
5. Make up beds and change linens as required
6. Wash windows as scheduled
7. Maintain all cleaning equipment and materials in a safe and sanitary working condition; monitor and report necessary repairs and replacements when needed
8. Check and maintain dog stop stations and pool area
9. May be required to work special events
10. Service occupied hospitality units
11. Clean appliances; polish silverware
12. Restock supplies daily
13. Fill out daily checklists

#### QUALIFICATIONS:

1. High school diploma or equivalent required
2. Minimum one year job related experience
3. Valid driver's license
4. The desire to continually learn and act strategically
5. Ability to work independently and with minimal of supervision
6. Possess good verbal and written skills



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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.