



Job Title: Housekeeper
Employment: Full Time
FLSA Status: Non - Exempt
Reports To: Business Manager

POSITION SUMMARY

To clean, sanitize and tidy homes, performing tasks including cleaning floors, walls, windows, furniture, kitchens and appliances, bathrooms and fixtures of vacation rental homes and office building.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Specific duties may include but are not limited to: vacuuming floors and furnishings, mopping hard surface floors, cleaning, dusting and polishing furniture, cleaning walls and windows, cleaning and disinfecting kitchen and bathroom, emptying and sanitizing waste baskets, cleaning ashtrays outside, washing laundry, organizing linens and laundry room.
- Make beds and set towels.
- Strip beds and gather all laundry for delivery to laundry service. Prep and deliver linen bags with clean linens to rental houses when dogging person not available or we are very busy.
- Maintain vacuums, cleaning caddies and supplies used to perform job.
- Record supply inventory at home as directed by supervisor. Inform supervisor when cleaning or house supplies are low.
- Stock homes with supplies as directed by supervisor.
- Dust, vacuum and clean office and office building. Water plants in office and office building.
- Inform supervisor when housekeeping supplies and home inventories are low.
- Perform errands and special projects as requested by supervisor.
- Observe established policies and procedures.
- Perform other job duties including but not limited to grounds and hot tub maintenance or other property management functions as needed and requested by supervisor.

QUALIFICATIONS

- Proven ability to manage and prioritize time towards achieving the work assigned within the time frame allotted
- Internally motivated; works well and achieves results with little or no supervision
- Successfully multi-tasks, managing many small tasks or processes with attention to the details
- Manages stress, maintains focus and positive attitude amidst change or under pressure
- Works well with a team when needed; understands the relationship of each team member's responsibilities with the end results
- Ability to take direction from supervisors
- Ability to focus attention on detail
- Understanding of how to clean home to present a welcoming environment for guests
- Ability to effectively communicate in English in both written and verbal communications.

EDUCATION AND EXPERIENCE

- Minimum of one (1) year experience performing residential housekeeping in a professional capacity
- Knowledge of basic carpentry, plumbing and electrical skills
- Ability to use computer and phone to research products, supplies, tools, parts, etc. needed to complete job functions
- High School Diploma (Required)
- Education in housekeeping, home maintenance or other similar fields is a plus

INTER-RELATIONSHIPS

- Contact with all levels of personnel within company, temporary help, property owners, clients, customers, vacation rental guests, vendors and contractors.

WORKING CONDITIONS

- Requires some weekends, holidays and occasional evenings.
- Requires some travel for professional seminars. (Generally in Oregon and 1 or 2 times a year.)
- Requires use of personal vehicle to perform job duties throughout the Villages of Mt. Hood. Requires a valid Oregon State Drivers' License and clean driving record
- Requires a valid vehicle registration and personal insurance.

COMPANY STANDARDS

- All company information including but not limited to records, data, procedures and operations as well as any information, data and records pertaining to temporary help, owners, clients, customers, vacation rental guests, tenants, vendors, contractors and all employees will be kept strictly confidential during the entire period of employment as well as after termination of employment.
- The highest standards of accuracy will be maintained in all data recorded and work performed.
- All temporary help, owners, clients, customers, vacation rental guests, vendors and contractors and any other person contacted on the telephone or in person will be treated in a friendly, personable and professional manner.
- Neat and well-maintained attire, hair and appearance to be maintained at all times. Uniform and dress code in accordance with personnel policies to be maintained at all times.

Physical Job Description

Job Title: Housekeeper
Typical Working Conditions: Works indoors, year-round in all weather conditions. Prolonged periods of walking and operating vacuum cleaners.
Equipment Used: Environmentally friendly cleaning supplies, vacuum cleaners.
Essential Physical Tasks: Requires daily visits to vacation rentals to clean homes.