



Position	Housekeeper
Classification	Full-time/Part-time, Year-Round/Seasonal, Benefit/Non-Benefit Eligible
Reports to	Housekeeping Supervisor
Supervises	None
Salary or Hourly	Hourly

Job Summary:

The Housekeeper position is a working hourly position responsible for ensuring the cleanliness of all club facilities, including member/staff restrooms (both inside and outside), fitness rooms, dining areas, event spaces and staff housing areas. Deep Cleaning projects are a priority for this position in the off season.

Job Duties:

- Greeting and making all members and guests feel welcomed
- Monitoring and refreshing locker rooms and restrooms as needed, including cleaning toilets, sinks and showers throughout day
- Being available and assisting members with retrieving additional amenities as requested
- Collecting and disposing of trash/recycling in all member and staff areas
- Washing, folding and putting away Club towels and cleaning rags, using laundry machines
- Cleaning light fixtures, ceiling vents and other high-level areas on a consistent schedule
- Stocking all restrooms, locker rooms and other designated areas.
- Assisting with cleaning rooms as needed in Employee housing areas
- Attending staff meetings and other pertinent employee meetings at Club
- Executing deep cleaning projects, such as carpet cleaning, according to schedule
- Performing general cleaning duties in all areas of the club property, including:
 - Cleaning and sanitizing toilets, sinks, showers, gym equipment, door handles, etc.
 - Vacuuming all carpeted areas
 - Sweeping & mopping floors in staff and member areas
 - Dusting all furniture, fixtures and windowsills
 - Wiping mirrors and windows, both inside and outside, as needed
 - Cleaning doors, walls, and baseboards
 - Cleaning and polishing wood surfaces, brass door handles and stainless steel
 - Checking/removing towels from all hampers and dirty towel bins, such as locker rooms, fitness facilities and pool/beach areas
 - Restocking towels, paper products, shower amenities, sink commodities and all other essentials in restrooms

- Informing supervisor when supplies low
- Reporting and following up with Maintenance in repairs/replacements, such as burned-out light bulbs
- Performing other duties as assigned

Education and/or Experience:

- 1-2 years experience in Housekeeping field or related areas preferred
- High School Diploma or equivalent preferred

Job Competencies:

- Ability to work in a fast-paced environment
- Working within a team setting and/or alone, as needed
- Comfortable using ladders to reach high areas during cleaning process
- Strong organizational skills to prioritize work activities within project and operations required
- Strong interpersonal skills required
- Excellent written and verbal communication skills

Working Conditions:

Work will generally be performed in both indoor and outdoor environments. Temperatures can range from 100+ F to 32 F, and there may be exposure to loud noises and sustained elements. Working schedule is generally 40 hours per week, with some holidays, weekends and travel required. Must have the ability to lift up to 30 lbs. as required. General standing, walking, lifting, pushing and pulling movements are required.

I have acknowledged all items included in this document and agree to perform these duties to the best of my ability.

Name (Print) _____

Name (Signature) _____

Date _____