



## **Position: Housekeeper (Public Areas, Year Round)**

### **Where to Apply:**

- Indeed.com (Search 'Bay Harbor Yacht Club' or 'Public Areas Housekeeper')
- Facebook.com (Search 'Bay Harbor Yacht Club' or go to Company page under 'Jobs')
- [www.bayharboryc.com/careers](http://www.bayharboryc.com/careers)
- Send resume and cover letter to Rachel Carley, HR Manager, at [hr@bayharboryc.com](mailto:hr@bayharboryc.com)

### **Job Posting:**

**THIS IS A FULL-TIME, YEAR-ROUND POSITION WITH BENEFITS. ABILITY TO START IMMEDIATELY.**

Bay Harbor Yacht Club, a private club located near Petoskey, MI, provides breathtaking views and exceptional service for both guests and members year-round. BHYC boasts several exquisite restaurants, multiple recreational outlets, and large event spaces, all situated on the Bay Harbor marina. We are currently undergoing renovations which include expanded summer seasonal dining, a new Grille Room and Aquatics Center opening May 2021!

The Housekeeper position is a great opportunity for candidates who are passionate about cleaning and enjoy working both on own and in a team environment. This position requires primarily day shifts, with afternoon and evenings required per business needs. As a full-time employee, you are eligible for a multitude of employee benefits, including 401K plan eligibility and matching, Medical, Dental and Vision insurance, Flex Spending, and Paid Time Off. Discounted employee meals, employee referral program bonuses, and awards through our BHYC 5-Star Service program are also included as part of the benefits package. If you are looking for a fun place to work with some of the best views in Northern Michigan, look no further than Bay Harbor Yacht Club!

**The full job description is listed below:**

**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.

Job Type: Full-time