



Position Description

POSITION TITLE: Housekeeper
DEPARTMENT: Facilities Management
REPORTS TO: Housekeeping Manager
SUPERVISES: No one
FLSA STATUS: Non-exempt
BARGAINING UNIT: Not represented by a collective bargaining unit

Basic Function

Perform cleaning duties and ensure all dusting, sweeping, vacuuming and wiping are completed properly, in a timely and efficient manner.

Essential Duties and Responsibilities

1. Promote and maintain positive customer relations by providing first class customer service to all owners, guests and employees.
2. Report to work on time on all scheduled work days in a clean and neat appearance.
3. Thoroughly clean all rooms in each unit in a timely, efficient manner.
4. Operate vacuum, wet mop floors, dust furniture, light fixtures, window sills, venetian blinds, and curtains; spot clean walls.
5. Clean wash basins, mirrors, medicine cabinets, commodes, tubs and showers.
6. Clean kitchen, including stove, inside and outside of oven, microwave and refrigerator.
7. Wipe down cupboard drawers (inside and out), place dirty dishes in dishwasher and run dishwasher.
8. Clean all small appliances such as toaster and blender.
9. Clean fireplace, removing and disposing of ashes.
10. Wash outside of BBQ, clean grill, remove ashes and re-foil.
11. Keep outside patios and entries clean and neat, free of debris and cobwebs.
12. Work with owners concerning any special cleaning requests they may have.
13. Report any change in inventory in units including missing items.
14. Report any maintenance problems to the appropriate personnel, specifying needed repairs such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair, etc.
15. Supply units with clean linen and supplies as needed.
16. Help keep maids' rooms straight and clean.
17. Turn in all lost and found items to supervisor immediately, with room number and date found, for entry into lost and found log book.

Other Duties and Responsibilities

1. Report to work with a neat and clean appearance.
2. Report to work on time and on all scheduled work days.
3. Perform trash removal and disposal of waste and other disposable materials.
4. Must comply with all federal and state regulations such as OSHA, Environmental Protection Agency, Washington State Department of Labor and Industries.
5. Report any accidents or injuries immediately.
6. Perform additional duties as required.

Education and Experience

Previous housekeeping experience is helpful, but not required.

Knowledge, Skills and Abilities

1. Ability to follow directions.
2. Ability to follow-through to completion of tasks.
3. Ability to work effectively as a member of a team.
4. Knowledge of safe and proper use of chemicals and cleaning materials.
5. Ability to apply necessary safety precautions during the normal course of housekeeping duties.
6. Ability to operate mechanized cleaning equipment, such as vacuums.
7. Ability to interact in a considerate and polite manner with owners, guests and co-workers.

Financial Responsibilities

Turn in any currency found in units, as well as any personal items guests/owners may have left behind.

External Contacts

Owners/guests, contractors and vendors.

**WAPATO POINT MANAGEMENT COMPANY
PHYSICAL/MENTAL REQUIREMENTS**

POSITION TITLE: Housekeeper

DEPARTMENT: Housekeeping

PHYSICAL/MENTAL REQUIREMENTS:

Please check all that apply.

Able to push/lift 5lbs to 10lbs Able to push/lift 11lbs to 20lbs Able to push/lift 21lbs over Able to read, write, speak and understand English well Able to carry out verbal and written instructions Ability to adjust vision focus to see close and distance Works independently of supervision Requires moderate supervision Constant supervision required Ability to interact with others	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<p>FUNCTION:</p> Talk Hear Smell Stoop Crouch Use hands to: Finger Handle Feel Walk Sit Stand Reach with Arms/Hands Perform work from a ladder Climb Balance Bend Squat Kneel Crawl Lift/Carry Push/Pull	<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">C</th> <th style="padding: 2px;">F</th> <th style="padding: 2px;">O</th> <th style="padding: 2px;">S</th> </tr> </thead> <tbody> <tr><td>X</td><td></td><td></td><td></td></tr> <tr><td>X</td><td></td><td></td><td></td></tr> <tr><td>X</td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td>X</td><td></td></tr> <tr><td></td><td></td><td>X</td><td></td></tr> <tr><td>X</td><td></td><td></td><td></td></tr> <tr><td>X</td><td></td><td></td><td></td></tr> <tr><td>X</td><td></td><td></td><td></td></tr> <tr><td></td><td>X</td><td></td><td></td></tr> <tr><td></td><td></td><td>X</td><td></td></tr> <tr><td></td><td>X</td><td></td><td></td></tr> <tr><td></td><td>X</td><td></td><td></td></tr> <tr><td></td><td></td><td>X</td><td></td></tr> <tr><td></td><td></td><td>X</td><td></td></tr> <tr><td></td><td>X</td><td>X</td><td></td></tr> <tr><td></td><td>X</td><td></td><td></td></tr> <tr><td></td><td>X</td><td></td><td></td></tr> </tbody> </table>	C	F	O	S	X				X				X						X				X		X				X				X					X					X			X				X					X				X			X	X			X				X		
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WORKING CONDITIONS: This job requires good physical health and the ability to move continuously during work hours. The noise level in the work environment is usually moderate. Exposure to extreme temperature changes (cool inside, hot outside). Employee will be exposed to standard chemical cleaning products and materials. Routine deadlines; usually sufficient lead time; variance in work volume due to seasonal nature of business; priorities can normally be anticipated; some interruptions are present.