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## ***Hotel Housekeeping Staff***

**JOB:** Seasonal, Hourly (Non-Exempt)

**DEPARTMENT:** Hospitality

**REPORTS TO:** Director of Hospitality and Housekeeping Supervisor

**SUMMARY:** This is a seasonal position with mostly day hours based on hotel occupancy in the Fountain Inn and Hotel Lakeside. This individual will work as part of a team that cleans up to 125 hotel rooms per day. Ideal candidates are physically active and high energy persons with a positive, service-minded attitude who enjoy a fast-paced environment. Candidates will be trained upon hire.

Must be available to work from mid-May to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Uphold Lakeside's mission statement and personally represent its goals and values at all times while on the grounds of Lakeside
- Follow all written and verbal directions from the Housekeeping Supervisor
- Uphold the highest quality cleaning standards
- Show attention to detail in cleaning hotel rooms and public restrooms as directed
- Display effective time management in the performance of duties
- Utilize room inspection program with checklists
- Show ability to work independently when called upon to do so
- Provide general information to guests in a timely and efficient manner; knowledgeable of events, programs, history and mission of Lakeside
- Maintain a clean, organized work environment at all times, including housekeeping carts
- Ensure the safety of guests and employees
- Ensure customer relations and satisfaction are of highest priority with all staff

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work as part of a team and have excellent listening skills is a must.

**EDUCATION AND/OR EXPERIENCE:** High school graduate with the ability to work with the public and other employees.

**LANGUAGE SKILLS:** The ability to read and interpret documents, such as operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

**MATHMATICAL SKILLS:** The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. The ability to interpret a variety of instructions.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop, talk or hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 50+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot and very hot conditions. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date