

Hotel Housekeeper 2020 – Seasonal, hourly-non-exempt



Lakeside Chautauqua | 236 Walnut Ave., Lakeside, OH 43440 | lakesideohio.com | employment@lakesideohio.com

Summary:

This is a seasonal position located on the Marblehead peninsula within the Hospitality Department with mostly day hours based on hotel occupancy. This individual will work in a fast-paced environment 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 attitude. Ability to work as part of a team and have good listening skills is a must. Candidates will be trained upon hire. The Housekeeping Staff reports directly to the Housekeeping Manager. Some occasional evening hours may be required.

Candidates must be available to work from Mid-May through October, including weekends and holidays.

Essential Duties Include, but are Not Limited To:

- Follow all written and verbal detailed directions from Housekeeping Manager
- Uphold the highest quality cleaning standards
- Show attention to detail in cleaning of hotel rooms and public areas 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
- Take care of guests' needs in a timely and efficient manner
- Maintain a clean, organized work environment at all times, including housekeeping carts
- Other duties as assigned by manager

Qualifications

To perform this job successfully, an individual 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.

Education and/or Experience:

While High School graduation is preferred, students age sixteen or older may apply. Person must be able to work with the public and other employees.

Language Skills

The ability to completely understand, read, analyze, and correspond reports. The ability to present effectively information and communicate professionally with department managers, board members, clients and the general public.

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop or kneel, talk or

Hotel Housekeeper 2020 – Seasonal, hourly-non-exempt



Lakeside Chautauqua | 236 Walnut Ave., Lakeside, OH 43440 | lakesideohio.com | employment@lakesideohio.com

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 may occasionally 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, very hot, conditions and may be required to work outdoors. 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.

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.

Housekeeper Signature

____/____/____
Date

V. P. of Hospitality Signature

____/____/____
Date