



JOB OPENINGS

Job title: Housekeeper

Number of openings: 1-2

Location: Golf House and Lake House

Duration of job: Summer Season

Starting date: April

Days worked: 3-5

Weekend work: Yes

Supervisor: Housekeeping Supervisor
and Director of Facility Maintenance

Hourly Rate: \$18.00-\$20.00

Position Summary:

This position will help maintain exceptionally clean facilities for the Members, employees and guests of Catamount Ranch & Club.

Responsibilities and Duties:

- Maintain facilities in a sanitary and aesthetically desirable condition through washing, cleaning, dusting and polishing
- Perform specific tasks on a daily, weekly and monthly basis as outlined on facility task lists
- Follow an efficient cleaning schedule to meet the needs of each facility with respect to opening and closing times
- Operate various mechanized cleaning equipment, such as a vacuum
- Ensure all operational and safety procedures are properly followed
- Must handle various cleaning agents and comply with all regulations, such as OSHA

Physical Requirements:

This position demands good physical health. The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to move continuously during work hours and able to lift and/or carry 25-50 pounds.

Work Environment

Requires working in a building environment that can be dusty and dirty, using various cleaning agents, chemicals and solvents. Must be able to work independently with no direct supervision.

Certificates, Licenses, Registrations

Must have own reliable transportation, current driver's license and must be in good standing per Catamount's insurance requirements.

Minimum skills, experience, education and ability required for this job:

- Positive and friendly attitude
- Must work well independently
- Must be able to effectively communicate with Supervisor and Director of Facilities Maintenance

Miscellaneous information:

- This is a non-exempt position