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Position Title: Housekeeper – Weekend
Position Supervisor: Director of Cabin Operations
Supervisory Duties: None

Schedule: Part-Time, Seasonal

Salary: \$14 - \$16/Hr **FLSA Status:** Non-Exempt **Travel Req'd:** Up to 10%

Summary

Members of the housekeeping team work closely with each other and other club departments to ensure the comfort and cleanliness of member/guest accommodations and club events.

This position is responsible for the upkeep of the interiors of the rental cabins, clubhouse, fitness center, common areas, and miscellaneous Stock Farm facilities. Duties are performed following prescribed routines and procedures, and with limited latitude for independent discretion.

Essential Duties & Responsibilities

- Clean rooms, hallways, lobbies, lounges, restrooms, stairways, locker rooms, and other assigned areas of the Stock Farm Club.
- Perform deep (intensive) cleaning, daily cleaning, and room refreshment activities as assigned/scheduled, using disinfectants and appropriate cleaning solutions/materials.
- Prepare rooms/cabins for arrival of members/guests with accommodation reservations.
- Carry linens, towels, toilet/toiletry items, and cleaning supplies.
- Replenish supplies such as drinking glasses, linens, writing supplies, and bathroom items.
- Wash windows, walls, ceilings, and baseboards; wax and polish various surfaces and equipment.
- Vacuum rugs, baseboards, floors and similar as required.
- Sort, count, and mark clean linens; store items in storage facilities.
- Remove trash and debris from accommodations, driveways, swimming pool areas, and similar.
- Deliver amenities and ancillary items as requested/assigned (e.g., cribs, rollaway beds, ironing boards, etc.)
- Stock storage areas and utility vehicles used in the performance of duties.
- May assist in performing laundry duties as needed; retrieving laundered items from local laundry/dry cleaning establishment; purchasing and/or delivering grocery items to member/guest cabins.
- May assist members/guests in requesting maintenance services.
- May hang draperies; turn mattresses; and assemble and/or move furniture as needed.
- May provide direct and indirect support to club events as required/assigned.

Minimum Education & Experience

- Preferred: High School Diploma or Equivalent
- Preferred: one year experience in janitorial or housekeeping services, or similar.

Knowledge, Skills & Abilities

- Knowledge of principles for providing customer service and/or personal services.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.



- Ability to multi-task and work in fast-paced, dynamic environment.
- Ability to communicate effectively orally/verbally.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to read and apply information from Material Safety Data Sheets (MSDS) associated with cleaning solvents/solutions/materials.
- Ability to appropriately and safely store cleaning solvent/solutions/material/supplies.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Ability to walk on uneven ground/surfaces.
- Ability to perform grocery shopping and delivery services.
- Ability to lift to 50 pounds.

Additional Requirements

- Must be able to work Friday, Saturday, and Sunday at any time between the hours of 8 a.m. and 3 p.m.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license in accordance with the laws of the State of Montana.
- Ability to work holidays as required; ability to work additional weekday and evening hours as required.
- Ability to work hours other than 8 a.m. to 3 p.m. as required.
- Ability to perform same-day travel on Stock Farm Property and within local geographic region.