

## JOB DESCRIPTION

### HOUSEKEEPING

TITLE: HOUSEKEEPER

FLSA STATUS: NON-EXEMPT

#### GENERAL DESCRIPTION:

The Housekeeper is responsible for cleaning and arranging lodging, public spaces and facilities of the campground in a sanitary, economical and efficient manner so they are ready for use by customers.

REPORTS TO: Campground Manager

SUPERVISES: None

#### ESSENTIAL JOB FUNCTIONS:

- 40 % Cleans rooms, including bathrooms, and public areas by vacuuming, wiping, mopping, sweeping, and dusting surfaces. Move and arrange furniture and equipment to clean through a room or area.
- 40 % Performs regular periodic, and as needed, cleaning of areas and objects such as rugs, curtains, shelves, displays, blinds, windows, storage areas, phones and other objects.
- 10 % Maintain and launder towels, bed linen and other washable objects.
- 5 % Keep track of supplies and arrange to order needed cleaning and maintenance supplies.
- 5% Follows approved housekeeping and safety practices to ensure that safe conditions are maintained in the campground's public areas and rooms.
- Performs other duties as described, but no work will be performed outdoors or in ground or building maintenance.

#### EDUCATION and/or EXPERIENCE:

High school graduate or equivalent is preferred but not required.

Previous institutional housekeeping experience is preferred.

Knowledge of housekeeping sanitation requirements is preferred.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties performed by this individual will take place in an setting which will contain sinks, toilets, showers and baths, small refrigerators and electronic equipment. The area may be hot or cold, humid and may have slippery surfaces.

The noise level of the work environment will be moderate to high.

The employees will be required to stand for almost the entire shift, move rapidly from one area to be cleaned to another, carry heavy cleaning equipment with them, place their hands in wash water, and operate machinery which requires strength. The work involves repetitive motion.

The employee will be exposed to heat, odors, and allergens. Cleaning supplies may have associated odors and fumes.

The employee must be able to lift and/or move equipment, and supplies weighing up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must wear clothing which are suitable to maintain sanitation, including protective gloves.