

JOB TITLE:	HOUSEKEEPER
DEPARTMENT:	Guest Services
REPORTS TO:	Office and Recreation Manager
JOB CLASS:	Non-Exempt
EEO CODE:	06
DATE:	9/2021

JOB SUMMARY

Overall cleaning and upkeep of the golf club facilities and lodging to ensure a pleasurable experience for members and guests.

ESSENTIAL JOB FUNCTIONS

The essential functions include, but are not limited to the following:

1. Maintain cleanliness of bathrooms and public areas; stocks paper products and replenishes other bathroom supplies
2. Cleans, sanitizes, replenishes, and restocks linens and toiletries in guest accommodations where applicable.
3. Maintain cleanliness, sanitation and organization of banquet rooms, storage space and all public areas as assigned.
4. Cleans locker rooms and showers.
5. Perform general cleaning duties, i.e linen duties, window cleaning, trash removal per daily, weekly assignments.
6. Ensures security of any assigned keys.
7. Properly uses all cleaning solutions and equipment according to directions.
8. Respond to member requests in a timely fashion as assigned.
9. Report any damages or maintenance problems promptly.
10. Demonstrates a commitment to the work and success of the club and the Company by being service- and solution-oriented, having positive interactions with all club staff and members/guests, and meeting established quality, service and safety expectations.
11. Performs additional assignments per the direction of club or Company managers.
12. Regular and punctual attendance on site for all scheduled shifts is required.

KNOWLEDGE, SKILLS AND ABILITIES

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.

1. Must have high level of customer service ability.
2. High attention to detail and time management.
3. Well organized and highly responsible ensuring member needs are met.

EDUCATION AND EXPERIENCE

1. High School Diploma or GED required.
2. Previous experience in commercial, hotel or golf club facility cleaning preferred.

PHYSICAL REQUIREMENTS

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	0-24%
Standing and walking	75-100%
Climbing, stooping, squatting and kneeling	25-75%
Dexterity: utilizing phone, typing, writing and driving	0-24%
Lift in excess of 25 pounds	0-24%

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description may be changed or updated at any time without notice.