



Housekeeper Job Description

Direct Supervisor: Director of Buildings and Grounds

Housekeepers are responsible for maintaining all the buildings except the Castle, and contribute to the outstanding customer service experience that Castle in the Clouds is known for. Housekeepers work part time 2-3 days a week November-April and 3-4 days a week May-October.

Essential duties and responsibilities include, but are not limited to:

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Ensure all rooms are cared for and inspected according to standards
- Protect equipment and make sure there are no inadequacies
- Notify supervisors on any damages, deficits and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate
- Adhere to rules regarding health and safety and be aware of any company-related practices
- 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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- High School degree

Skills/Abilities

- Proven experience as a cleaner or housekeeper
- Ability to work with little supervision and maintain a high level of performance
- Customer-oriented and friendly
- Prioritization and time management skills
- Working quickly without compromising quality
- Knowledge of English language
- Be organized with a keen eye for detail

Other Qualifications:

- Looking for a self-starter, self-motivated, and enthusiastic
- Capability to stand, bend and kneel for extended periods of time in performance of duties

Employment Type: Part time, Seasonal **FLSA Status:** Non-exempt

Interested applicants should send a resume with references to: Castle in the Clouds Attn: Facilities Director, PO Box 687 Moultonborough, NH 03254 or email to facilities@castleinthecLOUDS.org