



# Housekeeper Job Description

Direct Supervisor: Deputy Director

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 3-5 days a week May-October, with potential for part-time 2-3 days in the off-season. Morning and afternoon shifts available.

**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 the Executive Director, Deputy Director or Manager on Duty

**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 preferred

**Skills/Abilities**

- Proven experience as a cleaner or housekeeper
- Ability to work independently and maintain a high level of performance
- Motivated self-starter
- 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: Deputy Director, PO Box 687 Moultonborough, NH 03254 or email to [deputydirector@castleinthecLOUDS.org](mailto:deputydirector@castleinthecLOUDS.org)