

Green Lake Conference Center Job Description Housekeeper

Job Class: Part-time

Reports to: Housing Services Director

Requirements:

1. Take pride in one's work and have an eye for detail.
 2. Have a pleasant disposition and a willingness to work well with others.
 3. Promote and support the high level of service that Green Lake Conference Center and its guests have come to expect
 4. Interact in a professional manner with guests and fellow employees
 5. Communicate effectively with the Housekeeping Lead, Housing Services Director, and the Housing Services Assistant Director
- **Must hold a valid WI driver's license**

Duties include, but are not limited to the following:

1. Dress in a neat and clean manner in accordance with the uniform and dress code.
2. Check with lead or management to determine tasks for the day.
3. Read and understand housekeeping reports.
4. Be responsible for any keys or key cards that are issued, and make sure they are turned in to team leader at end of shift.
5. Always carry a two-way radio, and use proper radio etiquette (if lead is not present)
6. Be familiar with all safety procedures and implement them in daily routine.
7. Be familiar with chemicals and their proper use.
8. Be familiar with and follow Housing Services policies
9. Stay informed about Green Lake Conference Center so guest's questions can be answered, and their needs can be confidently met.
10. Drive GLCC vehicles in a safe and responsible manner (if lead is not present)
 - A. Obey all speed limits.
 - B. Always give pedestrians and bicycles the right of way.
 - C. Slow down if weather or road conditions are a factor.
11. General cleaning of guest rooms, houses, cabins, meeting rooms and public areas:
 - A. Vacuuming
 - B. Dusting and high dusting
 - C. Sweeping
 - D. Mopping
 - E. Making beds
 - F. Cleaning bathrooms
 - G. cleaning glass
 - H. Emptying garbage
12. Strip and sort dirty laundry
13. Stock linen shelves and housekeeping carts
14. Fill chemical bottles at the end of every shift.
15. Keep closets, carts, and cleaning areas neat and orderly.
16. Take proper care of any equipment used during shift.
17. Report to team leader anything that may require a work order.
18. Take timely and appropriate breaks.
19. Report injuries to management immediately
20. All other duties that may arise as part of the Housing Services department.

Physical Requirements:

Medium work duty:

1. Exerting 25 to 50 pounds of force occasionally
2. Standing or walking for long periods of time
3. Bending, kneeling, raising arms over head
4. Operating floor machines of various sizes
5. Using your hands to handle, control, or feel objects, tools, or controls.
6. Repeating the same movements
7. Bending or twisting your body
8. Working with cleaning chemicals, wearing proper PPE