

## **Housekeeper** Seasonal Full-Time and Part Time Positions Available, Catalina Island, CA, US

**POSITION SUMMARY:** Responsible for cleaning and preparing Inn rooms and suites for occupancy in a manner that ensures guests clean, attractive and secure accommodations. Attention to detail is very important. Must be willing to work most weekends and holidays.

**ESSENTIAL FUNCTIONS:** Maintain a well-groomed, professional appearance, adhering to Seaport's dress code. Clean and prepare accommodations for occupancy through proper application of company specified cleaning procedures. Stock and maintain housekeeping supplies and linen racks with products in required quantities to satisfactorily clean assigned rooms. Complete the Room Attendant Daily Report, correctly identifying the status of each assigned room and reporting any maintenance problems or product shortage. Maintain security for guests and guestrooms by keeping all doors locked at all times.

**PHYSICAL DEMANDS:** This position demands combined walking/standing/kneeling for up to 8 hours per shift with breaks provided. Lifting: frequently, up to 25 lbs.; rarely, up to 35 lbs. Squatting, kneeling, bending: frequently; reaching above shoulder level: occasionally; Climbing/twisting: rarely; Hands: grasping, pushing/pulling of bins; Feet: foot control occasionally for vehicles and vacuums. Worksite: 70-75% inside, 5-25% outside, exposed to all temperatures and moisture. Hazards: cleaning chemicals and heat. Sensory skills required: vision, hearing, touching and speech.

**OTHER RESPONSIBILITIES:** Perform other tasks as assigned by the front desk, Managers, Lead-person or Housekeeping Manager. Knowledge of Catalina Island activities is a must.

### **JOB SPECIFICATIONS:**

**SKILLS:** Knowledge of cleaning procedures

**EDUCATION:** None required

**EXPERIENCE:** One year work experience preferred; none mandatory

**LICENSE NEEDED:** None

**MACHINES/TOOLS OPERATED:** Vacuums, extractors, cleaning chemicals, laundry washing and drying machines, 2-way radios, and, possibly company vehicles