

## Quimby Country Housekeeper

### **Summary:**

Quimby's employs between 2-4 housekeepers each season. Daily "Spiffs" provide guests with a welcoming feel when they return from a morning of activities. Spiffs involve kitchen cleans, sweep or vacuum when needed, a bathroom clean, make up beds and a general tidy of the cottage. Housekeepers typically work alone during cottage Spiffs. Each Saturday housekeepers perform a cottage "Flip". This is a deeper clean of each cottage in preparation for new guests to arrive. Bed linens and bath towels are changed, floors are mopped, surfaces are disinfected. Typically a team of two flips a cottage together.

Additionally, housekeepers maintain the cleanliness of common areas; The Lodge (living room and office), public restrooms, the recreation hall and the dining room. This involves a sweep, vacuum and mop when appropriate, surface clean, waste removal, window clean and disinfect of QC's 2 public toilets and sinks.

Diversity helps us build a team that represents a variety of backgrounds, skills, and perspectives. We are an Equal Opportunity Employer

### **Responsibilities:**

Individual is responsible for taking care of cottages general cleanliness to provide tidy and sanitary amenities to guests and residents

Daily duties include cleaning floors, making beds, and dusting surfaces throughout the cottages

When applicable, washing and putting away any kitchenware

Keeping up with cottage laundry as well as kitchen laundry: washing, folding and put away. Create baskets for each cottage prior to Saturday change over day

Tri-weekly clean of all communal spaces: Lodge, Club House, public bathrooms. vacuum, mop, dust and restock with any needed items

Each change over day: provide housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies, vacuuming, mopping, dusting and rearranging each cottage after guests check out

Understand the company's policy on work shifts, guest's possessions, and privacy issues

Report and return any guest properties found in the rooms while rendering service

Report cases of property damage to owner/manager

Work efficiently with a team of housekeepers on each shift

Clean, disinfect and store all equipment at the end of the shift clean & organized at the end of each work day

Documents completion of cleaning tasks by returning check list sheets to the manager at the end of your shift

Work individually to perform the assigned daily tasks, but as a team member to assist where needed to be sure that the tasks for the department are completed in a timely manner

Checks supplies for the day's work; stocks up and organizes cart; keeps cart and work station

### **Qualifications:**

Able to work with others to maintain a team environment

Ability to use, or learn to use a golf cart

Ability to work long hours which may involve prolonged standing and walking

Ability to bend, stoop, lift up to 30 lbs, reach overhead and perform repetitive motion

Will involve walking between venues and climbing stairs between floors

Must be willing and able to pass a background check

### **Compensation:**

Salary Position: salary dependent on experience and length of employment

Eligible to receive weekly gratuity

Works minimum of 6 days a week