



Part-Time Housekeeper

The Part-Time Housekeeper is a member of the Claggett Center Guest Experience team and reports to the Housekeeping Manager. This is a part-time hourly position. The Part-Time Housekeeper shall further the mission of the Claggett Center by providing exceptional Christian hospitality through the execution of guest services including, but not limited to:

1. HOUSEKEEPING TASKS (90%)

- a. Completes building turnovers, building sweeps, and deep cleanings in a timely manner.
 - i. *Building Sweeps*: When guests are staying multiple nights, Housekeepers will go through the building during their stay at specified times and pull trash and replenish supplies from common areas and guest rooms. In doing so, the Housekeeper must demonstrate the highest level of discretion so as to avoid disturbing guests.
 - ii. *Deep Cleaning*: This includes but is not limited to tasks such as cleaning floors with powered equipment, high windows, shower grout, ceiling fans, vacuuming behind and under furniture.
- b. Completes any and all task checklists assigned by the Housekeeping Manager.
- c. Cleans guest rooms, meeting rooms, and public spaces: vacuuming, edging, dusting furniture and fixtures, making beds and disinfecting touch points.
- d. Cleans bathrooms: scrubbing and disinfecting toilets, showers, sinks, mirrors, floors, replenish supplies.
- e. Pulls trash and recyclables and delivers to the appropriate dumpster
- f. Uses appropriate equipment as trained on and approved by the Housekeeping Manager.
- g. Prepares dirty linens for pick-up by linen service.
- h. Checks for items left by guests and delivers them to lost and found.
- i. Models the Claggett Center's standards for high quality and efficient work.

2. GUEST SERVICES SUPPORT (10%)

- j. Assists in the preparation of meeting spaces which could include setting up tables, chairs, easels, and AV equipment.
- k. Assists in the tear down and cleaning of meeting spaces.

3. OTHER

- l. Participates in various training programs including, but not limited to Task Specific Equipment, Disinfecting and Sanitizing/Bloodborne Pathogens, CPR, and First Aid.
- m. Fills in for or assists other Claggett Center departments as necessary.

Qualifications & Requirements

The ideal candidate will have sufficient experience in housekeeping in a commercial workplace (and/or equivalent hospitality experience) to complete the mission of the housekeeping department through the execution of cleaning, conditioning, and preparing the property for guest use. Additional qualifications include the following:

1. Hold high standards in cleanliness of the spaces.
2. Self-starter that can work both independently and collaboratively.
3. Work efficiently, moving from one task to the next with minimal wasted effort.
4. Courteous, approachable, and responsive demeanor when working with the public.
5. Dependable, professional behavior and ability to be on time for shifts as assigned.
6. Comfortable working in a faith-based community.
7. Be in good physical condition--bend, lift, reach, push, carry and sustain repetitive motions; stand, walk, climb steps and work on their feet for extended periods of time
8. Valid driver's license and reliable transportation.
9. Willingness and availability to work flexible hours, evenings, and weekends as necessary.

Work Attire: Clean, neat black pants. White shirts or tee-shirts with sleeves and no offensive printing. Work shoes are to be sturdy and closed toe. Minimum jewelry should be worn. If one has long hair, it should be tied back. Claggett will supply the Housekeeper with a Housekeeping apron and nametag. These are to be worn at all times while on site and working.