

Housekeeping Associate

DIVISION/DEPARTMENT:

LOCATION: *Bozeman, Montana*

JOB TITLE: *Housekeeping Associate (MT A)*

REPORTS TO: *Housekeeping Manager*

NUMBER OF DIRECT REPORTS: *0*

JOB SUMMARY: *The Housekeeping Associate is responsible for ensuring the highest quality guest experience at Crazy Mountain Ranch by maintaining the cleanliness of the guest rooms, public areas, staff housing, and mountain cabins.*

Level of supervision:

- Minimal
 Moderate
 Close

FLSA Status:

Nonexempt

Overtime/weekend
work required?

- Yes
 No

Travel required?

- Yes
 No

_____%

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Clean guest rooms, staff housing, offices, and public area floors, bathrooms, windows, and furniture using the appropriate cleaning solvents and equipment.
- Stock rooms with amenities and promotional items.
- Launder, fold, and restock dining room linens as well as towels and guest room linens.
- Launder, press, and restock staff uniforms.
- Provide evening turn down service to guest rooms including turn down of the linens, closing the blinds, turning on the lights, and providing newsletter and gifts.
- Report maintenance issues to Guest Services daily to be addressed.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS AND SKILLS:

- Must be willing to work as part of a team to complete tasks.
- Must be able to work independently and follow directions.
- Customer oriented.

WORK EXPERIENCE REQUIREMENTS:

- Previous experience in housekeeping is preferred, but not required.

EDUCATION REQUIREMENTS:

- None

Note: Nothing in this job description shall constitute a contract of employment or a contract or agreement for a specified term of employment, nor does it restrict management's right to assign or reassign duties and responsibilities to this job at any time.

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PHYSICAL REQUIREMENTS OF THE JOB (i.e. LIFTING, WALKING, CLIMBING, etc.):

- Must be able to work while kneeling, bending, standing, walking, and reaching.
- Must be able to frequently push, pull, lift, and carry 25 lbs.
- Manual dexterity with repetitive motion.
- Ability to work outside in all seasons.

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Updated/created by: KFS Consulting

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