



HOUSEKEEPING JOB DESCRIPTION

Ghost Ranch is a retreat destination of choice for people around the country to come relax, reconnect and be revitalized. In order to maintain our high standards of creating the best experience for our guests, we currently have several openings for reliable housekeepers. We are looking for candidates that have an excellent work history; have an attention for detail, are team players and who have a work ethic of going above and beyond. The primary responsibility of this position is to perform the necessary housekeeping and cleaning duties of all Ghost Ranch facilities to promote an exceptional guest and visitor experience.

To be a part of our outstanding team the Essential Duties and Responsibilities include:

- Clean, sweep, mop and dust: all guest room accommodations; meeting room and public facilities; administrative office spaces on a regular basis.
- Assist in the set-up of meeting room facilities for guest and staff use, as needed.
- Communicate to Housekeeping Supervisor and/or Maintenance Department, any needed repairs to facilities.
- Follow required procedures for handling chemicals and cleaning supplies.

Other Duties and Responsibilities:

- Make beds and provide fresh towels in guest room accommodations.
- Communicate with other departments as to facility and accommodation readiness.
- Proactively work for the environmental sustainability of Ghost Ranch resources.
- Assist with the Ghost Ranch laundry duties.
- Maintain a safe, effective and orderly work environment.
- Preparing guest rooms thoroughly, yet quickly, while maintaining standards of high quality
- Other duties as assigned.

Required Education/Experience/Skills/Physical Requirements

Education/Experience

High School Diploma or GED or six months related experience or an equivalent combination of education and experience

Work Schedule

Non-exempt, full-time, 40 hours per week, flexible scheduling. Weekend and/or overtime hours may be required to meet the needs of the organization.

continued

HOUSEKEEPING JOB DESCRIPTION - continued

Physical requirements/working conditions

- Must be able to lift 25 – 50 pounds frequently throughout the work shift
- Must be able to spend majority of day walking over rough terrain (which includes mud, dirt, rocks, dips in walking path), climbing steps, twisting, bending, pushing/pulling and kneeling.
- Must be able to follow written and verbal instructions.

Required License/Certification: Valid driver's license.