

Housekeeping/Lodge personnel job description

You will work in the housekeeping lodge department. Your Direct supervisor will be the lodge/housekeeping supervisor. Training, work list, day to day duties will come from your Lodge/Housekeeping Supervisor. The Housekeeping/Lodge department consists of the lodge and all of the surrounding buildings (teen center, youth center, storage cabins, activities room) including friendship park, Gazebo, horseshoe and bocce ball courts, along with the bathhouses and the cabins throughout the Ranch.

Your main duty will be maintaining the clean, safe, fresh environment in all aspects of the janitorial needs of the ranch including lodge, pool, bathrooms, bathhouses, and exterior cleanliness of the property.

Additionally the position requires oversight of the concierge services in the lodge office, store and pool areas.

Daily duties will involve:

- 🧹 Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- 🧹 Ensure all cabins, bathhouses, lodge and out buildings are cared for and inspected according to standards
- 🧹 Protect equipment and make sure there are no inadequacies
- 🧹 Notify superiors on any damages, deficits and disturbances also complete work orders for anything requiring maintenance.
- 🧹 Deal with reasonable complaints/requests with professionalism and patience
- 🧹 Check stocking levels of all consumables and replace when appropriate
- Adhere strictly to rules regarding health and safety and be aware of any company-related practice
- Sweep and clean out the Gazebo daily, check the horseshoe pits and bocce ball courts and rake when necessary. Maintain friendship park to a high level
- High level of customer service should be performed at all times.
- Concierge duties for games, movies, lodge help, activities, craft room, store located games(pool balls, ping pong, air hockey, etc.)and teen center access.

Your job duties are not limited to the description above. This is a template and as we learned during the beginning of the Covid-19 pandemic. Things can change. Flexibility is important.

