



## **Inn at Black Star Farms: Housekeeper**

**PURPOSE:** Working hand-in-hand with the housekeeping staff and Innkeepers to maintain the cleanliness of all guestrooms and public areas in the Inn. This position will focus on general cleaning for guest stays and turnovers, laundry coordination, and other miscellaneous tasks necessary to create a premier destination experience for guests.

**CLASS:** Full-time hourly/full-time seasonal hourly/part-time hourly (TBD)

**HOURS:** Full-time 8:30 AM-4:30 PM, part-time flexible

**COMPENSATION:** \$11-\$13/hour based on experience

**RESPONSIBILITY:** Maintaining cleanliness of public/private spaces related to overnight guests and room turnovers, laundry coordination, and other tasks necessary to create a premier destination experience for guests

**REPORTING TO:** Head housekeeper and Innkeepers

### **DUTIES, including but not limited to:**

- Cleaning and stocking guest bedrooms and bathrooms to ensure all rooms are prepared and inspected according to Black Star Farms standards
- Laundry service stocking and organization
- Ensuring public areas are cleaned and maintained daily for the health and safety of our guests and team
- Performing a variety of cleaning activities in public areas such as sweeping, mopping, dusting, and polishing
- Checking stock levels of all amenities in housekeeping storage areas and replace when appropriate
- Maintaining a clean and organized workspace
- Responding to guest complaints/requests with professionalism and patience
- Communicating with supervisors on any damages, safety hazards, and disturbances

### **QUALIFICATIONS**

- Ability to be flexible and resourceful in a fast-paced environment without compromising quality
- Professional appearance and customer-oriented, friendly conduct
- Willing to work with and invest in a diverse team and intricate operation
- Able to lift up to 40lbs, bend and kneel for extended periods, climb stairs frequently, and be continuously on the move.
- Strong prioritization and time management skills
- Attention to detail and desire to make the best, better

