



<b>Job Description Title:</b>	<b>Housekeeper</b>	<b>Primary Supervisor(s):</b>	Sharon Arnett
<b>Department/Group:</b>	Housekeeping	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Various Grand Vue Park facilities	<b>Position Status (FT, PT, etc.):</b>	Part time
<b>FLSA Classification:</b>	Non-exempt - Hourly	<b>Physical Demands:</b>	Moderate/Active- See Chart
<b>General Work Day/Week:</b>	Hours vary according to Cabin Rentals, weekends & holidays.		
<b>Education and Experience:</b>	Experience with housekeeping or cleaning desired.		
<b>Committee Assignments:</b>	Provide a clean, safe, and enjoyable experience for the patrons of Grand Vue Park's Cabins and other facilities.		

<b>Corporate Mission/Statement:</b>	<b>Company Values:</b>
-------------------------------------	------------------------

It is the mission of Grand Vue Park to provide our patrons a safe and clean natural environment in a friendly and courteous manner; to offer comfortable lodging, educational and entertaining recreation and fun for families and friends. We remain deeply committed to serving our special constituency throughout Marshall County.

<b>Primary Responsibilities/Essential Job Duties:</b>
---

**DUTIES AND RESPONSIBILITIES:**

- Responsible for all cleaning, dusting, and washing of areas within all facilities of Grand Vue Park including but not limited to:
  - Cabins
  - Pool Club room
  - Linen Room
  - Banquet Hall
  - Golf Shop
- Linen cleaning and drying.
- Replenishment of stock, i.e. toilet paper, paper towels, etc.

**QUALIFICATIONS:**

- Must be able to provide own transportation to work.
- Must be in good physical condition and be able to lift up to 50lbs.
- Must be able to work most weekends and holidays.
- Must be able to complete CPR/AED and First Aid training course.
- Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work.
- Must clean up human waste and other body fluids, as required.

<b>PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i></b>
---

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	



**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Sitting		X		
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing			X	
Stooping, kneeling, crouching, or crawling				X
Talking or hearing			X	
Tasting or smelling	X			
Driving		X		

This position is described as **moderate physical activity** performing lightly-strenuous daily activities of a housekeeping nature. This position requires lifting or carrying items up to 50 lbs. The work environment varies between both fast-paced and light/sedentary.

**Equipment used:** Cleaning products, vacuums, mops, dusters, etc.

**WORK STYLES:**

**Adaptability/Flexibility:** Job requires being open to change and to considerable variety in the workplace.

**Attention to Detail:** Job requires being careful to cleanliness detail and thorough in completing work tasks.

**Cooperation:** Job requires being pleasant with others/team members on the job and displaying a good-natured cooperative attitude.

**Dependability:** Job requires being reliable, responsible, dependable, and fulfilling obligations. Must be willing to follow directions and abide by the decisions of supervisors in the course of daily work.

**Initiative:** Job requires a willingness to take on responsibilities and challenges.

**Integrity:** Job requires being honest and ethical.

**Stress Tolerance:** Job requires dealing calmly and effectively with high stress situations.

**KNOWLEDGE REQUIRED FOR THIS POSITION INCLUDES THE FOLLOWING:**

**Cleaning Services:** Knowledge of handling and use of cleaning services/ products as well as cleaning techniques and proper care of products regarding chemical safety hazards.

**Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. The ability to write and speak effectively with clients, visitors, and team members.

**SKILLS REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:**

**Speaking:** Talking to team members to convey information effectively and clearly.

**Time Management:** Managing one's own time and the time of others.



**ABILITIES REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:**

**Oral Comprehension:** The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression:** The ability to communicate information and ideas in speaking so others will understand.

**Extent Flexibility:** The ability to bend, stretch, twist, or reach with your body, arms, and/or legs. See more occupations related to this ability.

**Trunk Strength:** The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing. See more occupations related to this ability.

**Stamina:** The ability to exert yourself physically over long periods of time without getting winded or out of breath. See more occupations related to this ability.

**Information Ordering:** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). See more occupations related to this ability.

**Near Vision:** The ability to see details at close range (within a few feet of the observer)



---

Manager's Name

---

Title

---

Manager's Signature

---

Date

---

Employee's Name

---

Title

---

Employee's Signature

---

Date