

Spruce Lake Retreat

Environmental Services Housekeepers

Type: Part-time / Piece rate and/or Hourly

Department: 400 Operations SL

Position Description

The Environmental Services Housekeepers (EVS Housekeepers) are responsible for ensuring a positive, clean, and safe guest experience. EVS Housekeepers perform timely and quality guest room turn process based on occupancy demands.

Accountability Accountable to the EVS Housekeeping Lead

Qualifications

- Must affirm Spruce Lake mission, vision, beliefs, and core values.
- Must have a teachable spirit, team-player attitude, and servant heart.
- Must be responsible, industrious, hospitable, and enthusiastic.
- Effective interpersonal communication skills, both verbal and written

Physical Requirements: Physically fit: able to stand and walk for long periods of time, lift 35 lbs., perform repetitive motions with arms, wrists, shoulders and to bend, kneel and stretch.

Essential Responsibilities

- Provide timely communication with EVS Housekeeping Lead and/or guest services regarding guest room and common areas occupancy status according to policy.
- Ensures guest rooms and common areas are clean, safe and in orderly condition
 - Perform timely and quality guest room turn process
 - Perform deep cleaning duties as assigned
 - Sweep, mop, scrub, or vacuum floors
 - Gather and empty trash
 - Clean windows, mirrors and hard surfaces, dust and polish furniture, walls, and fixtures
 - Clean, scrub, sanitize restroom floors, fixtures, mirrors, partitions, and restock supplies
- Maintain and store cleaning solutions and equipment
- Ensure guest lost items are secured and administered according to policy
- Notify EVS Housekeeping Lead and/or guest services of any property damage and facility team of any repair needs
- Promote a positive work culture by modeling Spruce Lake core values and promoting “3 Steps of Service”.

Other Responsibilities

- Duties as assigned by supervisor
- Attend daily team huddle
- Attend staff meetings as schedule allows