

Alliance Redwoods Conference Grounds

"Service as Tall as our Trees"

6250 Bohemian Highway

Occidental, CA 95465

phone: (707) 874-3507 • fax: (707) 874-2509

Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.

Title: Housekeeping Assistant

Employment Status: Full Time, Regular, Non-Exempt

Team: Accommodations

Immediate Supervisor: Housekeeping Lead

Team Leader: Operations Manager

Purpose Statement

To assist guests by cleaning room interiors and entry ways of buildings, restrooms and providing laundry services

Description of Duties:

- Clean bathrooms, lodging, meeting rooms, and office areas including vacuuming, dusting, washing, mopping, spot-cleaning, and emptying trash and recycling receptacles
- Wash, dry, fold, and store linens, bed sheets, and other fabrics
- Assess and perform basic maintenance in lodging, meeting rooms, bathrooms, and the office area including repair or replace light bulbs, smoke detectors, towel bars, coat hooks, and reset heaters
- Unclog sinks, showers, and toilets
- Use two-way radios, electric utility vehicles, mops, brooms, vacuums, floor scrubbers and buffers, various chemicals and cleaning solutions to perform assigned tasks
- Empty all trash and recycle receptacles throughout the facility
- Set up and take down coffee/tea/communion service and other similar guest needs
- Perform security checks and open or lock down all facilities
- Perform deep cleaning procedures as scheduled including windows, walls, ceilings, floor stripping and waxing, carpet scrubbing, and deep vacuuming
- Perform quality control checks in lodging, bathrooms and meeting areas

Required:

- Must pass background check to be eligible for employment
- Must be in harmony with ARCG statement of faith and code of conduct. (see this link for more information: <http://www.cmalliance.org/about/beliefs/doctrine>)
- Must be available weekends and evenings

Skills, Knowledge, and Abilities:

- The ability to read labels, follow written and verbal instructions
- The ability to communicate verbally and in writing
- Physical abilities necessary include a full range of motion and the ability to lift 25 pounds

Education / Experience:

- High School diploma or GED
- Previous experience in housekeeping a plus

Application Link:

<http://www.allianceredwoods.com/employment.shtml>

Rev	Revision Description	Date	Approved By
A	Update	9/14/2015	LB
B			