

# Part-time Housekeeper

## POSITION SUMMARY:

The role of the Housekeeper is responsible for the daily cleaning duties for the clubhouse, administration offices, and golf shop. The Housekeeper is expected to be an ambassador for the Club.



## DUTIES AND RESPONSIBILITIES:

- Performs cleaning duties in all designated areas;
- Consistently offers professional, friendly, and engaging service;
- Ensures housekeeping departmental standards are followed;
- Maintains inventory of necessary supplies;
- Reports necessary maintenance items;
- Follows departmental policies and procedures;
- Follows all safety and sanitation policies;
- Assists other departments when needed;
- Performs additional duties as needed.

## JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED:

- Grade 12 education or equivalent in job experience ;
- Must have good verbal and written communication skills in English;
- Strong organizational and interpersonal skills; ability to deal with a cross-section of internal and external customers in an efficient, timely and congenial manner.
- Strong customer service orientation

*Join our  
Team!*

**Beautiful views & supportive staff ... we would love to hear from you if you like to work hard and have fun while you are doing it!**

