



Housekeeper ~ 2023

Whaler's Cove Lodge is entering into its 41st Season of hosting Sport Fishing and Wilderness Adventures. We are looking for a Housekeeper who:

Will report directly to the Housekeeping Manager and will quickly amass an in-depth familiarity with the operations.

Housekeepers are responsible for assisting the Housekeeping Manager with planning, organizing, and developing of the overall operation of the housekeeping department in accordance with federal, state, and local standards and guidelines along with assuring the highest degree of quality guest care is maintained at all times.

Tasks and Responsibilities:

- Participate in the daily activities of the Housekeeping department to include appropriate cleaning of all guest rooms, common seating areas, washrooms, all public spaces.
- Uphold the highest standards of cleanliness, safety, and conduct.
- Knowledge of OSHA and safety standards within Housekeeping department.
- Ensures the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment.
- To assist the Housekeeping Manager with all duties as required.

Required Knowledge/Skills/Job Qualifications: Knowledge, Skill and Ability:

- Previous experience managing a team of housekeeping employees through motivation, coaching and development, preferable. Or an aptitude to positively train and coach housekeeping staff.
- The ability to anticipate customer needs, change goals and direction quickly and multitask
- Working knowledge of rooms management systems.
- Advanced knowledge of Housekeeping process and procedures.
- Proven excellence in customer service.
- Capable of using independent judgment/solid decision making skills ability
- Proven comfort and experience to interact effectively with all levels of management, guests, associates, and clientele, both inside and outside of the organization.
- Activator/self-motivated to accomplish goals, with a strong sense of responsibility.
- Proficiency with general office PC applications (i.e. word processing, spreadsheets, databases).
- Demonstrated sound organizational, coordinating and personal interface skills.
- Demonstrated excellent written and verbal communication skills.
- Proven job reliability, diligence, dedication and attention to detail.

Education and Formal Training:

- High school diploma or GED required. Experience:
- A minimum of 2 years' experience in all aspects of Housekeeping in a large, multi-use facility required.

Material and Equipment Used:

- Commercial Front Load Washing Machines
- Commercial Front Load Drying Machines

- Vacuums, Carpet Cleaners
- Office equipment: copier, computer/keyboard, telephone, and fax.
- Cleaning chemicals with accompanying MSDS sheets to ensure safe utilization.

Must be able to complete entire season: Approximately first of June through the third week of September

Must be 18 or over to live on-site.

Monthly salary starts at \$3,316 – 3,500 Depending On Experience

Room and Board is provided on-site by Whaler’s Cove Lodge.

Transportation benefit is negotiable.

Provide Cover Letter and Resume to wclapplicant@gmail.com

Together, this Job Description and the Employee Handbook constitute the expectations of our Dining Room Servers and are considered a mutual agreement between employee and the lodge.

Employment at Whaler’s Cove Lodge is “at will”; Whaler’s Cove Lodge is an “at will” employer.

Name: _____

Address: _____

Address Line 2: _____

City: _____ **State:** _____ **ZIP:** _____

Signature: _____ **Date:** _____

Department Manager Signature: _____ **Date:** _____

HR use only	
WC code	9052
AK Occupational Code	98-37-2012
Generic title	Housekeeper
Pay grade	\$ per month
Management? (Yes/No)	
E/NE status	