



Housekeeper

Reports to the Housekeeping Supervisor

Position Summary

Housekeeper successfully maintains facilities with professionalism and attention to detail. The position will manage and maintain a clean and orderly environment for guests. The position is part-time 20-29 hours. Employee must be able to work weekends and holidays.

Position Responsibilities

- Ensure all rooms, common areas and studios are cared for and inspected according to standards, including exterior porches & walkways.
- Perform a variety of cleaning activities to include:
 - Dusting and polishing furniture and fixtures.
 - Cleaning and sanitizing toilets, showers/bathtubs, countertops, and sinks.
 - Maintaining a clean and sanitary kitchen area.
 - Making beds and changing linens.
 - Washing windows.
 - Vacuuming and cleaning carpets and rugs.
 - Sweeping/vacuuming, polishing, and mopping hard floors.
 - Sorting, washing, loading, and unloading laundry.
 - Using cleaning equipment such as vacuums, mops, and other cleaning tools.
 - Keeping bathrooms stocked with clean linens, toiletries, and other supplies.
 - Cleaning mirrors and other glass surfaces.
 - Emptying trash receptacles and disposing of waste.
- Notify appropriate staff of damages, deficits and disturbances.
- Respond to requests and feedback from students and staff with professionalism and patience.
- Check stocking levels of all consumables and replace when appropriate.
- Remove trash from offices on a daily basis.
- Assist with special programs & events that are scheduled on campus throughout the year.
- Work as a team member.

Education and Experience Requirements

- Minimum 1-year housekeeping experience preferred.

Desired Personal Characteristics

- Willingness to learn new cleaning methods and how to use various equipment.
- Ability to adapt to different situations and change work processes to accommodate customer needs.
- Possess listening skills.
- Possess high level of cleanliness and sanitation standards.
- Possess good customer service skills, reliability, organizational skills, integrity and honesty, and high energy levels.
- Self-motivated, highly organized, detail oriented and able to multi-task.
- Energetic, hard-working, and a team player.
- Able to work weekends and/or evenings as necessary.

Physical Demands

The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. While performing the duties of this job, the employee is regularly required to walk and climb stairs. The employee is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to possess communication skills. The employee must occasionally lift and/or move heavy objects or boxes.

Applications

Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

Review of applicants will begin immediately and continue until position is filled.