



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Housekeeper

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

Maintain superior cleanliness in our hotel and motels.

Essential Job Functions:

- Cleaning of hotel/motel guest rooms and bathrooms to trained standards.
- Must be able to clean and prepare guest rooms to the trained standards and following proper chemical use when cleaning.
- Distributing clean sheets, towels, and other supplies to guest rooms.
- Removing used sheets, towels, and other supplies in guest rooms before new guests arrive.
- All duties must be done in a timely fashion.
- Assist in spring and fall cleaning of all TRMF housing and motel properties.
- Work in the laundry when scheduled.
- Assist in other housekeeping duties termed as side work.
- Assist in spring and fall cleaning of all TRMF housing and motel properties.

Other Responsibilities:

- Other duties assigned by the Housekeeping Manager and/or the Housekeeping Supervisor.

ADA Requirements

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- Continuously
 - Walk
 - Stand
 - Lift up to 10 pounds
 - Repetitive use of hands/arms
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
 - Push
 - Pull
- Occasionally

- Bend over
- Crouch
- Carry up to 10 pounds.
- Environmental Conditions
 - Continuously working in inside conditions.
 - Continuously working with chemicals.
 - Occasionally working with fumes, gases, odors, and or dust.
 - Frequently working with others.
 - Occasionally working alone.

Qualifications and Education Requirements:

- Must be able to work independently and in pairs.
- Strong oral communication skills.
- Must be able to take directions.
- Must be physically able to lift 25 pound bags of laundry.

Supervision:

- Housekeepers report to the Housekeeping Supervisors and Housekeeping Manager.
- This is not a supervisory role.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.