



**Job Title:** Housekeeping  
**Status:** Part-time / Non-exempt  
**Reports to:** Office Manager  
**Department:** 2644 Alvarado Rd, Empire, CO - Rocky Mountain Village Camp  
**Hourly Pay:** \$14.25 - \$14.45

**General Purpose:**

For almost 100 years, Easterseals Colorado, a non-profit organization, has served as an indispensable resource for individuals with disabilities, caregivers, and their families. Easterseals Colorado is currently seeking a part-time housekeeper to provide day-to-day cleaning throughout the property buildings and cabins. This position will be performed on-site at Rocky Mountain Village in Empire, Colorado.

**Essential Duties and Responsibilities:**

- Thoroughly cleans cabins, lodge rooms, main lodge, meeting rooms, and other areas as directed
- Assists in the cleaning, set up, and takes down furniture and equipment around camp
- Provides basic housekeeping duties including changing the sheets, restocking toiletry supplies, vacuuming, and dusting
- Collects and removes trash and debris
- Reports cases of property damage or unsafe conditions that are detected to supervisor
- Cleans, disinfects, and stores all equipment at the end of the shift
- Provides laundry services for campers with disabilities as needed, and washes sheets and blankets between groups
- Completes accurate and timely documentation and attends staff meetings and training as required
- Inspects facilities – which includes administration offices, activity spaces, dining area, and campers sleeping quarters - to insure cleanliness and in compliance with the Colorado Child Care rules and regulations
- Promptly responds to requests for information, provides accurate information, immediately notifies supervisor of any concerns
- Assists other departments and helps set-up and take-down meeting rooms
- Maintains compliance with all Easterseals Colorado policies, procedures, and requirements
- Works successfully as part of a team, developing and maintaining strong working relationships with co-workers

*These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job*

**Qualifications:**

- Must be at least 21 years of age per the American's Camp Association guidelines
- Must possess the ability to understand, follow, and communicate in English, and follow written and oral step-by-step instructions
- Excellent working knowledge of cleaning appliances and their operations and proper use of cleaning agents

- Minimum 1 year experience in housekeeping
- High school diploma or G.E.D. certificate required
- Exercises and exhibits excellent organizational skills and takes action to perform work independently
- Demonstrates the ability to be flexible and adapt to changing needs of the business
- Requires ability to drive assigned vehicle(s), with appropriate state license, following all laws applicable

**Benefits Offered:**

This part-time position would not qualify for healthcare benefits; however, would qualify for coverage under workman's compensation insurance.

**Physical Requirements of This Position:**

Medium work. Exerting up to 50 pounds of force on a consistent basis, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Standing, bending, and twisting on a consistent basis. Cleaning, climbing ladders, carrying laundry bins, moving beds.

M/F/D/V/G EOE E-verify Employer