



Job Title: Housekeeper
Status: Part-time / Non-exempt
Reports to: Camp Director
Department: 2644 Alvarado Rd, Empire, CO - Rocky Mountain Village Camp
Hourly Pay: \$16.50 - \$17.50

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 childcare 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.

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.

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