

# Adventure 212° Housekeeping Staff Job Description

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<b>Job Title:</b> Housekeeping Staff	<b>Department:</b> Housekeeping/Maintenance
<b>Reports To:</b> Housekeeping Supervisor	<b>Status:</b> Non-Exempt

## JOB SUMMARY

The Housekeeping staff is responsible for cleaning the building and contents within, the grounds and various maintenance duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows schedule/checklist as close as possible, but stays flexible to variances
- Records on schedule the times tasks are completed
- Cleans all departments including bathrooms and locker rooms
- Takes ownership of areas of responsibility
- Responsible for cleaning up areas worked in and equipment used
- Must contact supervisor in advance if not able to work assigned shift
- Other duties as assigned

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Creative and inventive in developing ways to make job more efficient
- Must be able to work independently
- Must get to know and understand the proper use of the chemicals and cleaning materials
- Must be punctual, throughout and have a great work ethic
- Must be able to manage time efficiently to complete multiple tasks throughout a shift

## REQUIRED EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Experience in cleaning is helpful
- CPR, First Aid, and AED certifications (must be obtained within 90 days of hire)