

# Housekeeper Manager

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## GRANITE HILLS

Retreat and Conference Center

**Job Description:** The Housekeeper Manager is responsible for cleaning and reporting needed maintenance in a timely manner. They must complete tasks like vacuuming, sweeping, emptying trash cans, dusting, cleaning windows, and mopping floors. The Housekeeper is expected to follow the camp calendar and plan the cleaning schedule accordingly. Maintain professionalism and accommodate guest requests to the best of your ability. The Housekeeper Manager must have excellent time management skills, self-discipline, organizational skills, and be detail oriented.

**Qualifications:** Must be 18yrs + with reliable transportation. Must be able to communicate efficiently and respectfully with coworkers and guests. Some prior knowledge of janitorial or house cleaning would be preferred. Physical requirements: Must be able to walk up and down stairs. Use muscles to lift, push, pull, or carry heavy objects. Bend, stretch, twist, squat, and kneel.

### **Duties Including but not limited to:**

- Clean cabins, hotels, dorms and facilities per camp guidelines.
- Dusting, sweeping, mopping, vacuuming, and carpet cleaning.
- Cleaning toilets, showers, sinks and surrounding areas.
- Removing trash.
- Restocking supplies.
- Tracking inventory and ordering supplies as needed.
- Washing, drying, and folding laundry.

**Timing & Wage:** Start immediately. \$15-\$17/hour, based on experience (Holiday pay & Sick pay). Flexible schedule 20-32 hours a week.

**Application:** Camp Director Jason Dyer 928.445.2785 or email at [jdyer@ghcaz.org](mailto:jdyer@ghcaz.org)

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