



JOB POSTING

Date of Notice: **March 10, 2010**

Position Title: **HOUSEKEEPER**

Location: Bandon Dunes Golf Resort

Reports To: HOUSEKEEPING SUPERVISOR

Respond To: Bandon Dunes Golf Resort
Attn: Human Resources
57744 Round Lake Drive
Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Application Closing Date: Until Filled

Primary Duties:

- Maintain housekeeping carts with cleaning supplies, linen, towels, etc.
- Enter and prepare guest rooms for cleaning.
- Collect soiled linen for laundering.
- Replenish guest rooms with bath supplies, glasses and amenities.
- Dust room including all furniture and fixtures.
- Vacuum guestrooms, hallway carpets and upholstered furniture.
- Sweep, mop, scrub, wax and polish floors as required.
- Clean bathrooms, including but not limited to wiping shower stalls and curtains, clean and sanitize toilets, clean sinks and fixtures, wipe down mirrors, wash tiles, and tub.
- Strip and re-make beds with fresh linen.
- Check guest rooms for damage, burnt out light bulbs, dripping faucets, running toilets, etc. Make report to maintenance as necessary to accommodate repairs.
- Re-stock linen storage rooms.
- As needed wash, dry and fold laundry.

Qualifications:

- High School Diploma
- Previous hotel-related experience beneficial.
- Demonstrate quality interpersonal communications skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Flexible schedule required.
- Ability to work flexible hours including days, evenings, weekends and holidays.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 30 lbs occasionally, 20 lbs frequently, and 10 lbs constantly

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a cover letter and resume to the address shown above prior to the closing date.

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