



MIRAMONT



Evening Housekeeper

JOB SUMMARY

Provide a high standard of cleanliness throughout the offices and public areas of Momentum Plaza and Miramont Country Club. The work shift for this position is Monday through Friday and some Saturdays. (Monday-Friday 6PM to 10PM, Saturdays at Miramont or as needed for events.

ESSENTIAL JOB FUNCTIONS

- Clean assigned areas quickly, neatly, and efficiently.
- Ensure that all public areas; restrooms, sitting areas, meeting spaces, break rooms, work rooms, and offices are clean.
- Maintain a neat and clean cart, equipment, storage rooms, and supplies.
- Maintain and perform functions of the laundry; folding linens, separating linens, loading washer/dryer, and pressing linens.
- Maintain a friendly and approachable attitude toward guests and staff.
- Maintain a clean and professional appearance.
- Respect all equipment and property of the company and use with care to avoid unnecessary damage.
- Document any deficiencies, including mechanical and electrical problems from the areas you clean and report to the Executive Housekeeper.
- Label and submit all lost and found items to security.
- Complete all other duties assigned by the Executive Housekeeper or other members of management.



MIRAMONT

JOB QUALIFICATIONS

- High School diploma or equivalent.
- Hotel or private club cleaning experience preferred, but not required.
- Great attitude.
- Highly motivated.
- Good communication skills.
- Must be able to lift at least 50 lbs.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle or feel. The employee is required to sit and reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must have the ability to multi-task and complete tasks in an accurate and timely manner.

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont Country Club. This description is subject to change without notice.

Email your completed application to ahernandez@miramont.cc.