



P.O. Box 370, 6447 Holiday Valley, Ellicottville, NY 14731  
[www.holidayvalley.com](http://www.holidayvalley.com)

### **JOB DESCRIPTION: HOUSEKEEPER**

**Position Objective:** To clean and maintain guest rooms and public areas of the Tamarack Club to the high standards of Holiday Valley.

**Reports to:** Executive Housekeeper

**Works Closely with:** Maintenance, front desk and laundry

### **Major Responsibilities:**

1. Cleaning and upkeep of guest rooms, common areas and the areas surrounding the Tamarack Club.
2. Have rooms cleaned in a timely manner.
3. Report any issues or damages.

### **Other Responsibilities:**

1. Understands the nature of our business sometimes demands staff be moved from one department to another for the good of the property. Shifts can be changed to keep the operation running smoothly.
2. On occasion, will have to help with bell services.
3. On occasion, will have to help with Laundry services.

### **Qualifications:**

1. Self motivated.
2. Strong organizational skills.
3. Approaches the position with an open mind and willingness to embrace new technology and methods.
4. Committed to meeting and exceeding guest expectations.
5. Has an eye for detail.
6. Maintains the proper sense of urgency while prioritizing the jobs at hand.

\*\* The duties and responsibilities that are listed are not all inclusive. Other duties may develop, be assigned or assumed in the ever growing and changing atmosphere of the organization.\*\*