



Housekeeper Job Description

The Housekeeper is responsible for the residential care, housekeeping, and cleaning services of the Moving Mountains managed properties. This position requires strong interpersonal communication skills in interacting with operations team employees, owners and contractors, as well as an underlying commitment to the guests staying in Moving Mountains properties.

As an employee of Moving Mountains, our expectation is for you to follow and demonstrate the Mission, Vision, Core Values and Company Code in every possible situation, whether it be with a guest or co-worker. Moving Mountains is a value driven organization committed to meeting the needs of owners, guests, vendors and co-workers by providing exceptional service, going above & beyond and striving for excellence in all that we do.

Major Functions & Primary Responsibilities

Housekeeping

- Performs the following cleaning duties within a residence
 - Common Areas
 - Sweep
 - Mop
 - Vacuum
 - Dust
 - Trash
 - Kitchen
 - Refrigerators
 - Appliances
 - Counter tops
 - Floors
 - Dishes
 - Trash
 - Bedrooms
 - Change Sheets
 - Vacuum
 - Sweep
 - Bathroom
 - Toilets
 - Sink
 - Shower
 - Stock Vanity
 - Sweep
 - Dust
 - Mop
 - Trash
 - Dust
 - Dust
 - Check beds (underneath, between mattress & headboards)
 - Reset beds and/or set for next arrival
 - Trash

Physical Requirements

- Must have a valid drivers license with a clean drivers license
- Regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds or more
- Stand outside in freezing temperatures and inclement weather and walk on slippery surfaces
- Lift, reach, crawl and climb
- Able to get in and out of a vehicle
- Able to sit or stand for long periods of time
- Able to work in any inclement weather
- Regularly required to use hands to finger, handle, or feel



- Must be able to stoop, crouch, kneel, climb, crawl & walk
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Able to learn all aspects of housekeeping in a resort environment.

Knowledge, Skills & Abilities

Knowledge of:

- Housekeeping

Skills:

- Innovative approach to problem solving
- Desire to learn & comprehend new procedures
- Personal Time Management

Ability to:

- Work in team environment
- Drive in hazardous winter conditions on mountainous roads

EDUCATION, TRAINING AND EXPERIENCE

- 1-3 years of housekeeping experience
- Must have a clean Drivers License and Background check

Technical Skills and Prior Experience

- Extremely detail orientated
- Personable and able to work with a variety of personality types
- Flexible working hours and ability to work on weekends
- Able to work autonomously but also as a team player
- Positive attitude to solving problems
- Ability to multi-task, work under pressure and a dedication meet deadlines
- Willing to go above and beyond and do more

The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the manager.