

## **Light on the Hill Housekeeping Job Description**

With responsibility for cleaning the building interiors for group retreats in the Lodge and individual retreats in the cottages, the housekeeping staff are responsible for maintaining clean spaces and communicating maintenance/cleaning needs when noted to the Managers.

### **Housekeeper Responsibilities**

- Cleaning Lodge, cottages, and other buildings to a high standard of cleanliness and orderliness
- Participate in updating an ongoing list of needed specific maintenance projects
- Make recommendations for future cleaning planning purposes

### **Assistant Housekeeper Responsibilities**

- Assist Housekeepers in cleaning duties as needed

### **Qualifications**

- Experience with housekeeping and/or professional cleaning
- Attention to detail and ability to manage time while multi-tasking
- Strong communication skills

### **Compensation**

- \$18/hr for Housekeepers
- \$15/hr for Assistant Housekeepers