



Housekeeping

- PT to FT Seasonal Contract
- May Long - Sept Long
- Wage based on experience

As a housekeeper, you will be responsible for maintaining a clean, sanitary, comfortable, and tidy environment for summer condo rentals. Your duties will include cleaning and organizing rooms, kitchens, bathrooms, and common areas, as well as laundering clothes and linens. Your attention to detail and commitment to cleanliness will contribute to a positive living or working environment for residents or guests.

Responsibilities:

- Clean and tidy rooms, bathrooms, kitchens and common areas as required by our established standards.
- Dusting, vacuuming, sweeping, and mopping floors.
- Changing linens and making beds.
- Washing, drying, folding, and ironing clothes and linens.
- Disinfecting surfaces and sanitizing high-touch areas.
- Emptying and disposing of trash and recycling.
- Stocking and replenishing amenities such as toiletries and cleaning supplies.
- Reporting any maintenance issues or damages to the appropriate personnel.
- Following health and safety guidelines to prevent accidents and ensure a hygienic environment.
- Adhering to confidentiality and privacy policies, especially in private household settings.
- Maintaining inventory of cleaning supplies and notifying when reordering is necessary.

Requirements:

- Proven experience as a housekeeper or similar role, preferably in private households or hospitality settings is helpful but not required.
- Knowledge of cleaning and sanitation products, techniques, and equipment.
- Ability to work efficiently and independently with minimal supervision.
- Strong attention to detail and thoroughness in cleaning tasks.
- Physical stamina and ability to perform repetitive tasks, including lifting and bending.
- Excellent time management skills and the ability to prioritize tasks.
- Professionalism and discretion, especially in confidential environments.
- Effective communication skills to understand and follow instructions.
- Flexibility to work weekends, evenings, and holidays as required.
- High school diploma or equivalent preferred.

How to Apply:

If you are a positive minded individual with a great work ethic, we would love to hear from you! Please submit your resume and cover letter to jobs@harborgolfclub.com or use the form on the Jobs webpage.