**Reports To:** Head Housekeeper and/or Motel Manager

**SUMMARY**

To be a successful housekeeper, you must have the guest experience in the forefront of your mind at all times. Your position is to ensure the best quality of cleanliness as possible for our guests and all public areas. This is a part-time position.

**Duties:**

* Clean guest rooms and other property areas as they are assigned
* Clean room in a systematic fashion, following Room Check List
* Enter guest rooms following procedures for gaining access and ensuring vacancy before entering
* Duties include sweeping, mopping, dusting, making beds, vacuuming and washing windows.
* All rooms must be disinfected, prior to new guest check in.
* Handle large amounts of laundry using industrial-size washers and dryers
* Work around and use chemical cleaning solutions
* Discard trash and waste properly in designated areas
* Work under the direction and policies of the employer
* Report any safety issues to Motel Manager to get resolved
* Perform all other duties assigned by Head of Housekeeping, Front Desk Personal and Motel Manager

**Requirements:**

* Ability to read, write, and speak English clearly
* Must be self-motivated and able to complete his/her tasks with little or no supervision
* Have an understanding of basic cleanliness and order to ensure proper service
* Must be able to stand for long periods of time and lift at least 50 lbs
* Must be able kneel, crouch and/or crawl during cleaning process
* Understand how to properly use cleaning equipment.
* Willing to work in adverse weather conditions as we are an outside entry facility
* Willing to work extra hours to ensure the tasks are completed

**Standard Requirements**

* Demonstrated commitment to safety as expressed in JMAC Resources corporate value *People First, Safety Always*
* Timely and regular attendance is an expectation of performance for all JMAC Energy Services employees. Employees will be held accountable for adhering to their workplace schedule.
* Demonstrated ability to work as a member of a team
* Demonstrated ability to work to a high standard of quality and efficiency to meet customer expectations, timelines, and company project goals
* Ability to communicate and interact both verbally and in written form
* Good problem solving ability
* Flexibility to work overtime hours
* Valid US issued driver’s license with a good driving record
* Ability to pass background and drug and alcohol tests

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Acknowledge Review of This  *(Employee’s Name - PRINT Name)*

Job Description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_