



**Job Title:** Housekeeper  
**Department:** Guest Services  
**Reports To:** Guest Services Supervisor  
**FLSA Status:** Non-exempt  
**Effective Date:** July 21, 2014

## WHITE OAK CONSERVATION HOLDINGS LLC

### **Position Purpose**

To provide superlative service to White Oak Conservation guests and co-workers in performing all housekeeping duties.

### **Responsibilities and Tasks**

The essential duties and responsibilities of this position include the following. Other duties may be assigned.

- Ensure guests receive the finest personal service while providing a positive, professional attitude and appearance.
- Maintain cleanliness and quality standards of guest lodges and cottages, public spaces, restrooms and banquet/meeting/conference rooms.

### **Primary Housekeeping Duties:**

- Follow and complete detailed working sheets assigned for that day.
- Ensure the required standard of cleanliness and maintenance of all cottages/houses, common areas, laundry room, staircases, public and back of the house areas is maintained at all times.
- Ensure maximum efficiency of performance and optimum utilization of resources.
- Work closely with the Team, Supervisors, Maintenance and Conference & Events Coordinator to ensure all tasks are completed effectively, efficiently and to the required standards.
- Maintain the specified linen, cleaning materials, and guest supply stock in designated areas at all times, ensuring that linen is in good condition, correctly pressed and stain free.
- Ensure all cleaning and maintenance duties have been completed to the required standard before guests occupy the cottage/house.
- Ensure that lost property is immediately turned in to the Conference & Events Coordinator to accurately handle any inquiries.
- Report, record and follow up on concerns regarding maintenance faults on all cottages/houses to ensure that occupied and unoccupied rooms are fully cleaned and functional; including recommending repairs and replacements to the Guest Services Supervisor and Senior Housekeeper.
- Complete any special assignments as directed by the Guest Services Supervisor and Senior Housekeeper.

### **Minimum Qualification Requirements**

High School Diploma or equivalent required.  
Housekeeping and customer service experience required.  
Must have attention to detail.  
Ability to work independently with minimal supervision.  
Ability to understand and follow oral and written directions.  
Ability to communicate effectively both orally and in writing.  
Ability to work extended hours, weekends and holidays.  
Florida or Georgia Driver's license required.  
Must pass pre-employment drug test, and may be asked to complete background check.

### **Physical Demands and Working Conditions**

#### *Physical Demands:*

Standing and walking for extended periods of time.  
Occasional bending, kneeling, or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.

#### *Environment:*

Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.  
Changing priorities and interruptions.

**When applying, please send letter of interest, resume, and salary requirements to [Careers@white-oak.org](mailto:Careers@white-oak.org) All documents are required be attachments in pdf or Word format.**

**Only Electronic Email submissions will be accepted. No phone calls please. Submissions through third-party websites will not be accepted. Submissions with links to other sites, including dropbox, will not be accepted.**