**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, 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 lodges, 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, on time and to the required standards.
- Maintaining the specified linen, cleaning materials, and guest supplies 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 standards before guests can occupy the lodge.
- Ensure that lost property is immediately turned in to the Conference & Events Coordinator to accurately handle any enquiries.
- Report, record and follow up maintenance faults on all lodges to ensure that occupied and unoccupied rooms are fully cleaned and functional; including recommending repairs and replacements to the Guest Services Manager and Lead Housekeeper.
- Complete any special assignments as directed by the Guest Services Manager and Lead 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.

**Why work for White Oak?**
- Work for a mission driver conservation organization
- Competitive salary with bonus potential
- Three health plan options to meet you and your family’s needs
- Affordable dental and vision coverage
- 100% company-paid life, short-term, and long-term disability insurance
- 401(k) retirement plan with a company matching contribution that is all yours on your first day of employment

Interested and qualified candidates should send a cover letter, current resume and salary requirements to: careers@white-oak.org