



## JOB POSTING

Date of Notice: April 6<sup>th</sup>, 2017

Position Title: **HOUSEKEEPER**

Location: Bandon Dunes Golf Resort

Reports To: Housekeeping Manager/Supervisor

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Road, Bandon, OR 97411  
Fax (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Primary Duties:**

- Maintain housekeeping carts with cleaning supplies, linen, towels, etc.
- Enter and prepare guest rooms for cleaning.
- Collect soiled linen for laundering.
- Replenish guest rooms with bath supplies, glasses and amenities.
- Dust room including all furniture and fixtures.
- Vacuum guestrooms, hallway carpets and upholstered furniture.
- Sweep, mop, scrub, wax and polish floors as required.
- Clean bathrooms, including but not limited to wiping shower stalls and curtains, clean and sanitize toilets, clean sinks and fixtures, wipe down mirrors, wash tiles, and tub.
- Strip and re-make beds with fresh linen.
- Check guest rooms for damage, burnt out light bulbs, dripping faucets, running toilets, etc. Make report to maintenance as necessary to accommodate repairs.
- Re-stock linen storage rooms.
- As needed wash, dry and fold laundry.

### **Qualifications:**

- High School education preferred.
- Previous hotel-related experience beneficial.
- Demonstrate quality interpersonal communications skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision.
- Positive attitude, professional manner and appearance in all situations.
- Ability to work flexible hours including days, evenings, weekends and holidays.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 30 lbs occasionally, 20 lbs frequently, and 10 lbs constantly

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a cover letter and resume to the address shown above prior to the closing date.*

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