

# **Jackson Hole Resort Lodging**

## **JOB DESCRIPTION**

### Position

Title: Housekeeping Inspector

Reports To: Director/Asst. Director

Date:

Department: Housekeeping

Classification: FT/Seasonal

FLSA Status: Non-exempt

### **GENERAL PURPOSE**

Inspects condominiums and homes according to established company standards.

### **ESSENTIAL FUNCTIONS**

- Inspects houses and condominiums thoroughly according to the checklist and company standards.
- Ability to drive a company vehicle.
- Stocks condominiums and homes with supplies as specified according to established company policies.
- Reports any housekeeping and maintenance items as needed.
- Secures units, to include all doors and windows, turn lights off and make sure heat is 55-60 degrees.
- Reports any suspicious incidents while in and around property grounds, to include Teton Village, Aspens and Teton Pines properties.
- Works closely with the Homeowner Relations Dept. to assure quality service to property homeowners. Assists as needed with special projects.
- Coordinates and organizes supplies for guest welcome amenity baskets. Orders supplies and amenities as needed.
- Assists in keeping the housekeeping office and linen room neat and orderly. Assists in putting away all supplies and linens as needed.
- Responsible for the distribution of keys of units to housekeepers and to make sure that the keys are returned on a daily basis.
- Responsible for the cleanliness and upkeep of company vehicles on a daily basis.

### **OTHER FUNCTIONS**

- Performs any other housekeeping related duties, as may be required.
- Inventories and kitchen inventories to be well maintained.
- Assists with roll-aways as needed and requested. Assists with homeowner and guest requests as needed.

-- Employees are held accountable for all duties of this job--

### **JOB QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS & ABILITY:**

- Minimum 18 years of age.
- Neat appearance and positive attitude.
- Must be self-motivated and able to work with minimal supervision.
- Must be able to recognize projects that need attention.
- Valid drivers' license and proof of insurance.
- Communication and organizational skills are a must.
- Strong self-starter and reliable.

#### **EDUCATION OR FORMAL TRAINING:**

High school degree.

#### **EXPERIENCE:**

Housekeeping experience preferred.

**MATERIAL AND EQUIPMENT DIRECTLY USED:**

- Cleaning supplies.
- Linens.
- Two-way radios.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

- Extreme weather conditions possible.
- Ability to lift at least 50 lbs.
- Physically fit.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.