

CACAPON STATE PARK TEMPORARY EMPLOYMENT OPPORTUNITY

Housekeeper

Location: Park Wide

Number of Positions: 4 **Date Posted:** 7/20/20

Work Schedule: Under the direction and scheduling of supervisors, employee will be available to work all shifts necessary for housekeeping operations. This may include a rotating shift, evenings, days, nights, weekends, and holidays.

Nature/Examples of Work: Under General Supervision, Housekeepers are responsible for sweeping, mopping, disinfecting toilets, sinks, cleaning mirrors, vents, walls, emptying trashcans and restocking bathroom toiletries in all public bathrooms. Housekeepers are responsible for sweeping floors, shampooing carpets, cleaning windows, walls, light fixtures, dusting furniture, clean curtains, and blinds; clean the fireplace in the lodge and conference rooms. Housekeepers are to strip beds, take out the trash, sweep carpet, mop bathroom floor, and disinfect toilets, sinks clean the shower/tub, clean mirrors, vents, walls, dust furniture, clean light fixtures, stock bathroom supplies in lodge rooms. Housekeepers are to sweep, mop floors, clean out fireplaces, clean walls, vents, windows, disinfect toilets, sinks, showers, clean the dishes, clean stove/oven, clean the refrigerator, strip and remake beds, remove trash, and restock bathroom toiletries and towels in cabins. Housekeepers are to wash and iron curtains, wash and dry bedspreads, blankets. Housekeepers are to keep track of any damaged linen delivered to the park, fold linen and restock shelves. Housekeepers are to organize and stock linen closets at all times. Housekeepers help paint rooms, bathrooms, refurbish furniture. Housekeepers keep all facilities clean and safe for employees, clients and visitors to the park. Housekeepers seasonally clean all facilities as required. Housekeepers will operate park laundry facility. Employee will work with park guests to immediately resolve their housekeeping requests in a manner reflecting a positive image for Cacapon State Park. Employee will keep all documentation and records as required by supervisors. Performs all related and non-related work as required by supervisors.

Special Requirements: Employee will be available to work weekends, holidays, evening, and night shift.

Employee will be available for "on call" work.

Employee will work in the lodge and throughout all park facilities.

Employee will be able to lift and move heavy objects.

Employee will be required to work on ladders and at roof top heights.

Employee will wear assigned uniforms.

Employee subject to all required Division of Personnel, DNR and Park Policies.

Employee will possess a valid driver's license.

Dates of Employment: 9/01/20 – 12/31/20

Wage Rate: \$10.00 / Hour

To Apply: Send completed Application for Temporary Employment to the attention of the Supervisor/Manager of the Lodge ASAP.