

JOB DESCRIPTION

Position: Housekeeper – Full Time

Property: The Coachman Hotel, South Lake Tahoe

Hotel Introduction: Welcome to the re-envisioned and newly renovated Coachman Hotel, a new motel experience that embraces modern style and convenience while celebrating escapes to nature. Within a few blocks of Lake Tahoe and Heavenly Mountain Resort, the Hotel is both a retreat and gateway to the great outdoors. Guests can cool off in the pool in the summer, relax in the hot-tub in the winter, have a great cup of coffee in the morning, and gather for beers and shares stories around the fire pit after a day out in the wild.

Job Overview: We are looking for energetic, friendly, passionate, responsible, and professional team members to help launch and guide The Coachman Hotel to success. Ideal candidates will possess an extreme attention to detail and uncompromising principles of customer service

Job Summary: Responsible for ensuring the cleanliness of rooms and public spaces. The housekeeper role will come in contact with guests and will need to have positive guest interactions.

Functions: Acknowledges and greets guest in public spaces and a warm, friendly greeting

Reviews daily inventory of rooms, arrivals, and departures

Reviews daily inventory of supplies needed to complete the assignments for the day

Cleaning of hotel rooms and public spaces including: dusting, mopping, vacuuming, changing bed linens, cleaning bathrooms, kitchen area, lobby, and common areas

Perform quality cleaning to meet required standards within set time limits

Comply with all resort safety guidelines

Pick up ground litter around hotel or whatever visible

May perform similar duties as requested by supervisor

Monitor and maintain cleanliness, sanitation, and organization of work areas

Abilities:

Perform job functions with attention to detail

Be able to remain calm and resolve guest issues using good judgment

Maintain a positive attitude at all times

Work cohesively with co-workers as part of a team

Work with minimal supervision

Identify and offer suggestions for hotel improvements

Maintain confidentiality of guest information and hotel data

Perform moderate physical requirements including, but not limited to, carrying, lifting, pushing, or pulling up to 35 pounds; walking or standing 95% or more of a normal 8 hour work shift

Must be able to work weekends and holiday periods

Qualifications:

High School diploma or GED

Housekeeping experience required

Fluency in English both verbal and non-verbal; other languages a plus

Valid drivers license and clean criminal history