

ORIENT LAND TRUST

Job Description

Housekeeping

Department: Plant Management

Job Title: Housekeeper

Supervisor: Housekeeping Supervisors

Position Type: Part time, or temporary depending on OLT need and applicant circumstance. This position is a non-exempt, hourly position.

Pay Range: \$15 to \$16 per hour starting wage based on qualifications and experience.

FLSA Status: Nonexempt

Benefits include: An employee may be eligible for OLT group health plan coverage the first of the month after 60 days of employment depending on the hours worked and for Paid Time Off (PTO) benefits after 120 days of employment depending on the hours worked.

Location(s): Any OLT property as required

Job Relationships: Housekeeping Staff cleans, stocks supplies, does laundry, keeps grounds clean and picks up trash and recycling. Works closely with facilities and front desk, as well as volunteers to keep the infrastructure in good shape and ready to provide amenities to visitors.

Position Overview: Under the supervision of the Facilities Manager, Facilities Staff is responsible for the maintenance of the Visitor Services facilities, including structures, utilities and grounds. The Facilities Manager also supports the construction of improvements on OLT properties.

Responsibilities include:

- Safety of visitors and employees is a primary concern at all times
- Be constantly observant of the condition of all facilities and equipment including buildings, pools, ponds, vehicles, trails, electrical generation, plumbing; report any concerns or questions to the ED
- Clean all public areas daily, including restrooms, pool deck, saunas, and public areas of Oak House and Sunset Rooms
- Clean private accommodations following visitor departure
- Work with volunteers as appropriate

As directed by Maintenance staff:

- Monitor grounds including campsites (both vehicle and tent), pools, ponds, trails, saunas, fire pits, recycling and trash areas
- Shampoo carpets in cabins and other public use buildings
- Clean area rugs and mats with pressure washer on pool cleaning days
- Defrost freezers

Housekeeping Daily Duties

- Clean the Sauna (inside and out)
- Sweep the Swimming pool deck
- Pick up trash from Parking areas
- Clean around Ponds
- Clean the Restroom
- Clean the Oak House
- Clean Sunset kitchen and bathroom
- Clean Cabins/ Sunset Rooms as used
- Check mousetraps in all buildings
- Clean around the Campsites & Pavilion
- Keep Laundry areas clean/neat
- Bring Lost & Found to the Welcome Center
- Clean Welcome Center (weekly or as needed) including general office area, public areas and restroom
- Make sure cleaning items/sheets, etc are restocked DAILY
- Clean around trash trailer and recycle aluminum, glass, plastic & cardboard
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Required skills and experience:

- Organization of tools and equipment
- General use of a computer
- Employee, workplace and visitor safety
- Open to learning new skills and knowledge
- Self-motivated
- Excellent communication with others
- Keenly observant

Needed skills (to be acquired on the job if not already current):

- Complete understanding, support and enthusiasm for Orient Land Trust and its mission
- Knowing emergency procedures and able to instruct others

How to Apply: Contact Orient Land Trust by phone or email for application

Phone: 719-256-4315.

Email: Crystal England, Deputy Director, crystalengland@olt.org

Closing Date: April 1st, 2024

For information on Orient Land Trust and our company culture, visit our website at www.olt.org.

Orient Land is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.