

## Village of Solomon (VOS)

### JOB DESCRIPTION

JOB TITLE: Housekeeper  
POSITION STATUS: Temporary on as needed basis for the summer  
EXEMPT STATUS: Non-Exempt  
PAY SCALE: DOE  
REPORTS TO: VOS Tribal President or Designee

The Village of Solomon's housekeeper(s) role involves a mix of housekeeping for all of the VOS property buildings, guest accommodations and other lodging units as assigned.

#### BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Housekeeping for entire VOS community building, including the Bed & Breakfasts guest rooms, cabins and any other lodging units as assigned by immediate supervisor.
2. Participates in all housekeeping duties, including vehicle cleaning as assigned, including any and/all of the following:
  - Sweeping all floors throughout community building and b&b, under beds, furniture, tables and chairs and hallways.
  - Mops all floors throughout community building and b&b, under beds, furniture, tables and chairs
  - Vacuums all carpets and rugs throughout community building and b&b
  - Dusts all living, dining and bedroom furniture, including bedroom dressers as needed
  - Cleans all bathroom sinks and bathtubs and mirrors throughout the community building and b&b
  - Cleans all windows as needed
  - Cleans all dining room tables and kitchen countertops.
  - Folds clean towels and restocks linen closet with clean linen.
  - Cleans refrigerator as needed.
3. Empty trash and recycle bins at end of shift.

#### QUALIFICATIONS:

1. A demonstrated attention to detail, thoroughness and excellent team working skills. The position requires good time management, attention to follow through and job completion.
2. Willingness to commute with other staff to Solomon.
3. If under 18, must provide DOL general duties work permit signed by parent and/or legal guardian.