

POSITION DESCRIPTION

JOB TITLE: Housekeeper (Part-Time)

DEPARTMENT: Golf Operations

REPORTS TO: Property Manager

ESSENTIAL PURPOSE: To maintain the cleanliness, order, and safety of clubhouse, grounds, golf shop, walkways, windows, on-course rest rooms, guest homes and the associated furnishings in each area.

ESSENTIAL DUTIES:

- To communicate all member and guest requests to an appropriate supervisor in a timely and professional manner.
- To satisfactorily perform, as scheduled, routine cleaning tasks in assigned areas, including sweeping and mopping floors and patios; removing debris and used or soiled service items; restocking; cleaning furniture and windows; cleaning and stamping ash urns; and disinfecting and restocking rest rooms.
- To continuously restock and monitor the course restrooms and locker rooms by removing used or soiled service items, used towels, and trash as needed.
- To assist, as directed, to perform other housekeeping tasks as business demands require.
- To maintain cleanliness, order, and inventory of storage areas, and promptly report any deficiencies or problems.
- To follow all policies and procedures of JC Resorts LLC and the Housekeeping Department.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others, including the safe operation of all power-driven machinery.

- To comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment and machinery.
- To handle, store, and label all hazardous substances according to state and federal regulations.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Able to understand English and to follow simple verbal instructions. Able to read and understand chemical labels. Previous private club or hotel experience preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Learns quickly. Safety-minded. High quality standards for production and service. Courteous and friendly manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Spends approximately equal amounts of time working in/outdoors. Bi-level structures. Extensive property. Indoors: temperature-controlled, clean, and well-lighted public areas. Outdoors: May be exposed to weather conditions in unsheltered areas. May be required to work on wet concrete or uneven tile. Moderate exposure to hazardous substances and fumes. Possible exposure to blood-borne pathogens.

PHYSICAL DEMANDS: Stands and walks short to moderate distances throughout shift. Bends, stoops, and reaches to perform routine job tasks. Routinely required to move objects weighing up to 50 lbs. over short to moderate distances. Flexibility and good reflexes required, if needed to operate electric cart. Frequent use of stairs, daily.

IMPACT OF DECISION: Decisions directly impact the club's ability to provide members with attractive, clean, and hygienic public areas. Poor decisions may result in member dissatisfaction and loss of revenues, due to inefficient or improper work, unsafe work practices, or improperly handled customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Part-Time and, upon completion of the Introductory Period, the employee is eligible for certain benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature
Date: _____