

# Housekeeper Job Overview

The purpose of this position is to ensure the cleanliness of our residential environmental learning center. The Housekeeper position will come in contact with guests and will need to have positive guest interactions and be a good team player. Housekeepers play an important role for our center.

## General Responsibilities

- Acknowledges and greets guests with a warm, friendly greeting.
- Provides excellent customer service
- Reviews daily cleaning tasks and schedules for upcoming programs.
- Cleaning of all building on center grounds including: dusting, vacuuming, cleaning bathrooms, kitchen areas and common areas.
- Perform quality cleaning to meet required standards within set time limits.
- Comply with all Audubon Center safety guidelines.

## Job Qualifications

### Education:

- High school diploma or equivalent.

### Experience:

- Housekeeping and customer service experience required.
- Strong organizational skills required.
- Must have attention to detail.
- Be able to lift up to 35 lbs.
- Great customer service skills.

**Contact:** Ty Johnson

[audman@audubon-center.org](mailto:audman@audubon-center.org)