

MANZANITA LAKE CAMPER SERVICE STORE



Job Description

Position: Housekeeping Attendant

Reports to: Housekeeping Supervisor/Manager

Classification: Seasonal, Full-time and Part-Time, Hourly, Non-Exempt

Salary Range: T.B.D.

QUALIFICATIONS:

- Must be at least 16 years of age.
- Must be able to provide a work permit if under 18 years of age.
- Must be bondable.
- Previous housekeeping cleaning and sanitation experience desirable.
- Must have reliable transportation.
- Requires weekend, night and holiday work.

General Function: The Housekeeping Attendant will provide service to the Manzanita Lake camping cabin rentals, office buildings, and restrooms including portable and campground.

JOB SEGMENTS:

- 1.) Housekeeping/Restroom Management
 - Perform cleaning procedures as needed to conform with a safe and pleasant environment
 - Perform cleaning routines in rental lodging, store/office buildings, restrooms, portable restrooms and campground restrooms
 - Ability to operate washing machine, dryer, dishwasher, and vacuum cleaner
 - Ability to read and understand reservation boards
- 2.) Housekeeping
 - Clean and prepare cabins for guests arrival
 - Inventory all items upon guests departure
 - Notify Supervisor of any needed maintenance or supplies
 - Complete all laundry as needed or directed
- 3.) Training and Safety
 - Work in a safe manner at all times. Know and understand the Work Safety Rules for the Company.
 - Meet and follow established safety program for all staff following company guidelines and practices.

- Attend orientation training and in-service training to as required by Supervisor regarding policies, work procedures and the use and maintenance of equipment.
 - Adhere to Company dress code while on duty.
- 4.) Customer Relations
- Maintain highest level of customer satisfaction in all aspects of the operations
 - Staff are expected to exceed the guests' expectations whenever possible.
 - At all times every employee of TCPC is to be polite, helpful and courteous to the customers.

Be a willing member of The California Parks Companies, performing all duties and functions as assigned to the best of his/her ability.

PERSONAL PROTECTIVE EQUIPMENT:

The Housekeeping staff will use various tools and equipment on a daily basis. Footwear required shall be a high quality athletic shoe with non-skid sole providing ankle support. No open toe sandals or flip flops will be allowed on the job. Protective guards shall be required for all appropriate occasions: including gloves, masks, long pants, and long sleeve shirts according to the nature of the task. The Housekeeping staff will be knowledgeable in the safety practices and standards set by the company, relative to the work environment he/she operates in. He/she will also make it a duty to assure that all co-workers are working with those same safety practices and standards.

PHYSICAL FUNCTIONS:

Physical requirements: O-Occasional (1-33%), F-Frequent (35-66%), C-Continuous (67-100%)

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|---------------------|-------------------|-----------------|--------------------|
| 1) Standing F | 6) Pushing 50#max | 11) Kneeling O | 16) Speaking F |
| 2) Walking F | 7) Pulling 50#max | 12) Crouching O | 17) Hearing C |
| 3) Sitting F | 8) Climbing O | 13) Crawling O | 18) Seeing C |
| 4) Lifting 50# max | 9) Balancing O | 14) Reaching F | 19) Depth Percep O |
| 5) Carrying 50# max | 10) Stooping F | 15) Handling F | 20) Color Vision O |

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.