

**Biltmore Forest Country Club
Job Description**

Title: Housekeeper

Reports To: Housekeeping Supervisor

Department: Housekeeping

Classification: Full-time/Part-time

Job Summary

Performs regular housekeeping duties. Cleans, mops, vacuums and dusts areas of the Club as directed. Performs deep cleaning as needed. Change linen and clean linen in the guest rooms. Cleans and sanitizes restrooms. Assist with laundry when needed.

Essential Job Functions

- Must follow work assignments.
- Vacuum Grill Room everyday.
- Wipe down chairs and windowsills.
- Clean and sanitize Grill Room bathrooms.
- Vacuum and dust Private Dining Room.
- Vacuum, dust, mop and clean glass doors throughout bar area.
- Sweep and mop Breezeway.
- Wipe down chairs, vacuum and mop in Main Dining Room.
- Dust, vacuum and mop Terrace Room and keep blinds clean.
- Keep windowsills in bay window of the Clubroom clean.
- Sweep around area rugs, vacuum and dust Clubroom.
- Vacuum and dust Trophy Room.
- Clean Ladies Locker Room and make sure it is well supplied.
- Clean Fitness area bathrooms daily and fitness area once a week.
- Clean and sanitize all guest bedroom and bathrooms.
- Keep employee entrance area clean, including bathrooms and employee break area.
- Clean and sanitize bathrooms in tennis building, pool building and on the golf course.
- Sweep and mop Turn Room.
- Clean and sanitize administrative bathrooms.

Secondary Job Functions

- Maintains groomed appearance and wears approved uniform at all times while on Club property.
- Maintain clear channels of communication with supervisor.

Performance Standards

- Must comply with all rules and regulations as stated in the employee handbook.

- Must be polite and courteous when dealing with members and co-workers.
- Must use personal protective equipment as required.

Personal Protection Equipment

- Safety Gloves
- Safety Glasses

Qualifications/Skills/Education

- Must be able to communicate in English in order to follow instructions and be able to communicate with members.
- Must be able to read and write so as to correctly identify cleaning chemicals and proper usage.

Working Conditions

- Requires mostly indoor work.
- Must be able to lift 25 pounds.
- Must climb steps, stoop and bend on a regular basis.
- Requires some repetitive movements.
- Exposed to various cleaning chemicals, wood and metal polishes, fumes, dust, and noise.
- Weekend and Holiday work is required as requested.

** This job description includes, but is not limited to the duties and responsibilities noted above.*

I have read and understand the requirements of this job description.	
_____	_____
Employee Signature	Date