



Job Description: Housekeeper

JOB OVERVIEW:

We are looking to hire a professional Housekeeper to join our Team at The Boardwalk Apartment Homes in Garden City, Idaho. This individual will be responsible for attending to our facilities with integrity and attention to detail. The goal is to create a clean and orderly environment for our guests that will become a critical factor in maintaining and strengthening our reputation. Duties include cleaning rooms and common areas, disposing of trash, and notifying maintenance of any issues. One should be able to lift 25 pounds and have an eye for cleanliness.

HOUSEKEEPER RESPONSIBILITIES:

- Keep facilities and common areas clean and maintained according to standards
- Perform a variety of cleaning activities, such as vacuuming, sweeping, mopping, dusting, and polishing
- Clean and stock restrooms
- Clean up spills with appropriate equipment
- Walk the property daily and conduct sanitation inspections
- Notify managers of any damages, deficits, disturbances, security issues, and necessary repairs
- Collect and dispose of trash
- Assist guests when necessary
- Keep the linen room stocked
- Properly clean upholstered furniture, light fixtures, amenity equipment, etc.
- Ensure all spaces are cared for and inspected according to our cleanliness standards
- Protect equipment and make sure there are no inadequacies
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace them when appropriate
- Create daily job lists and record all serviced rooms
- Comply with health and safety regulations, company policies, and licensing laws

SKILLS & QUALIFICATIONS:

- Proven experience as a Cleaner or Housekeeper
- Hands-on experience with cleaning and maintenance tasks for large organizations
- Ability to use industrial cleaning equipment and products
- Excellent organizational and team management skills
- Stamina to handle the physical demands of the job
- Flexibility to work various shifts, including evenings and weekends
- Customer-oriented, hardworking, and friendly
- Prioritization and time management skills
- Delivering excellent customer service
- Ability to work independently and maintain a high level of performance
- Professionalism along with speed and attention to detail
- Ability to lift at least 25 pounds.
- Ability to maintain a professional appearance and interact positively with hotel guests.

TYPE: Full-Time, Non-Exempt

PAY RATE: \$16 - \$18 per hour; 90-day probationary period with the opportunity for performance-based pay increases

SCHEDULE: Monday – Friday, 8:00 AM to 5:00 PM; occasional weekends/on-call as needed

PERKS: Discounted housing rates, generous Paid Time Off and Bonus programs, Exclusive discounts with affiliated businesses