



HAZELTINE NATIONAL GOLF CLUB

HOUSEKEEPER

REPORTS TO: HOUSEKEEPING MANAGER

PART TIME POSITION

HAZELTINE GENERAL STANDARDS

- Know and understand the Hazeltine Mission Statement
- Understand the impact of your role on Hazeltine's Business Success
- Adhere to Standard Operating Procedures and instructions from Superiors
- Be counted on to deliver on commitments
- Take ownership in identifying/solving problems
- Take initiative to get things done, even when it's outside of the job description
- Continuously improve work quality and the capacity to take on more work
- Consistent in your work product, attitude and commitment to Hazeltine
- Courteous and respectful to members, guests and co-workers
- Elevate your co-workers through teamwork and cooperation
- Take workplace safety seriously for yourself and your co-workers
- Conduct yourself in accordance with Club policies as stated in the employee handbook (ie. Ethical standards, harassment, discrimination, drug free workplace, off-duty conduct and conduct at work)
- Arrive on time as scheduled and ready to work
- Maintain a personal appearance in line with Club policy, including uniform requirements
- Show a positive work attitude every day
- Show sound judgment and make good decisions at all times

POSITION SUMMARY/VALUE STATEMENT

The housekeepers are responsible for opening the Clubhouse doors and cleaning the entire Clubhouse on a daily basis.

KEY RESPONSIBILITIES

MAINTAINING CLUB HOUSE CLEANLINESS

- Unlock clubhouse doors and turn on lights in morning
- Bring in newspaper daily
- Clean all rooms that were used the day before
- Check all other rooms to see that they are clean and in order
- Empty all clubhouse trash bins
- Clean and Maintain restrooms and meeting rooms
- Laundry (washing, drying, pressing, folding)
- Replace empty chemicals buckets in empty washing machines before washing laundry
- Assist the Housekeeping Manager in pressing napkins and table cloths
- Ensure clubhouse windows are clean both inside and outside
- Maintain the cleanliness of the screened in patio
- Maintain Bev Hut restrooms
- Maintain loading dock cleanliness

SKILLS/QUALIFICATIONS

- Able to work early morning hours (4am if needed), weekends and holidays
- Basic cleaning knowledge and the ability to understand use of different chemicals on different surfaces
- Attention to cleaning details, dependable, fast learner, follows direction
- Able to work independently
- Has an eye for cleaning details
- Responsible for following scheduled times