



“Service as Tall as our Trees”

6250 Bohemian Highway
Occidental, CA 95465
(707) 874-3507

Alliance Redwoods Conference Grounds is a 501(c)3 religious non-profit organization

Title: Accommodations Housekeeping Assistant

Employment Status: Full Time or Part Time Available

Team: Accommodations

Immediate Supervisor: Accommodations Manager

Purpose Statement:

To serve on a vibrant service-oriented team providing excellent lodging and meeting rooms for our guests while meeting all their onsite needs.

Description of Duties

Including but not limited to:

- Provide basic housekeeping duties including cleaning the bathroom and restocking toilet supplies, vacuuming, dusting, and rearranging the room after guests check out
- When linens are provided, changing the sheets, towels, and pillows
- Report any damages noticed in spaces getting cleaned to supervisor
- Responding to guest requests and needs as assigned by Guest Service personnel
- Maintaining and organizing Accommodation storage areas as directed by Supervisor
- Assisting other departments when the need arises as assigned by Supervisor

Skills, Knowledge, and Abilities

Employee must be:

- Able to work well with a team of housekeepers on each shift
- Provide attention to detail while performing housekeeping duties
- Able to manage time well and work efficiently in an organized manner
- Previous experience in housekeeping preferred
- Willing to learn and be trained

Requirements:

- Must be in harmony with ARCG statement of faith and code of conduct
- Current Driver’s License and clean driving record
- Speak English and use cordial manners (additional languages a plus)
- Lift 40 lbs. and spend 4 hours walking and standing