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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## Eyak Inn Housekeeper

*This position is responsible for the daily tasks associated with operation of a small hotel.*

The incumbent performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.

**Team:** Eyak Inn

**Reports to:** Media Relations/Hotel Manager

**Salary Status:** Non Exempt from Overtime

**Salary Range:** \$10.00-\$12.00 per hour

**Schedule:** As needed

**Last Modified:** August 2015

### Responsibilities/Duties:

- Exceed guest's expectations with quality and friendly service.
- Receives daily activity sheets from administrative assistant.
- Takes responsibility for any facility keys in possession.
- Stocks guest key lockboxes.
- Returns excess keys to Administrative Assistant.
- Cleans rooms and common areas; maintains high level of cleanliness and sanitization using NVE cleaning checklist.
- Strips rooms and completes laundry using NVE checklist.
- Tidies deck and outdoor area.
- Stocks laundry, linen and other supply closets.
- Inspects daily for maintenance needs and notifies maintenance and Administrative Assistant.
- Returns completed daily activity sheets to Administrative Assistant.
- Logs and gives any forgotten guest items to Administrative Assistant.
- Must pass a background check.
- Other duties as assigned.

### Competencies (Knowledge, Skills and Abilities)

Skilled in excellent customer service. Ability to work independently. Good attention to detail. Skilled in hotel cleaning and laundry.

### Experience Requirement:

Two years hospitality experience preferred. Two years customer service required.

### Education Requirements:

High school diploma or equivalent preferred. Current Alaska Driver's license with good driving record for past five years preferred.

