



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

Salary Range: \$12.00-\$15.00 per hour

Reports to: Guest Services Manager

Schedule: Casual/As-Needed

Salary Status: Non-Exempt from Overtime

Last Modified: February 2019

Responsibilities/Duties

- Exceed guest's expectations with quality and friendly service.
- Receives daily activity sheets from Guest Services Manager.
- Takes responsibility for any facility keys in possession.
- Stocks guest key lockboxes.
- Returns excess keys to Guest Services Manager.
- 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 Guest Services Manager.
- Logs and gives any forgotten guest items to Guest Services Manager.
- 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 preferred.

Education Requirements

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

Native Village of Eyak
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P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



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Performance Standard

Regularly required to talk, see and hear.
Regularly and quickly bend, crouch, stand, move about and move objects to complete work.
Typically lifts 50 lbs. to coordinate work.
Regularly uses hands to finger, handle and feel objects.
Typically uses fine motor skills to manipulate electronic devices.
Regularly use mental, oral and written methods to complete work.

Environmental Factors

Routine exposure to chemicals used in the maintenance and cleaning of the property.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date

Team Leader Signature

Date