

# The Hospitality House of Tulsa, Inc.

## Job Description

**Division/Department:** Operations

**Location:** The Hospitality House of Tulsa, 1135 S. Victor Ave, Tulsa, OK 74104

**Job title:** Housekeeper

**Reports to:** President

**Level/Grade:** 1

**Type of position:**

- Full-time
- Part-time
- Hourly
- Contractor
- Intern

**Hours** 15 /week

- Exempt
- Nonexempt

### General Description:

The Housekeeper is responsible for the daily cleaning of all public areas, office areas, kitchen, dining room, public bathroom, Welcome Center, laundry room, outdoor porches, parking lot. The Housekeeper will also clean/sanitize guest rooms when guests check out. The Housekeeper is also responsible to do the laundry of sheets, towels, blankets, mattress pads, and other items after a guests check out.

### Responsibilities

- Daily cleaning of house based on established routine schedule of areas.
- Cleaning/sanitizing of guest rooms as needed.
- Maintain Cleaning Supply closets for guests and staff.
- Follow safe use of chemical and cleaning supplies.
- Assist in Welcome Center with guest needs and answering telephone.
- Uphold House rules and policies.
- Respect confidentiality regarding guest/patient personal information.
- Report cleaning supply needs to President.
- Report house repair needs to President.
- Other duties as assigned by President.

### Work experience requirements:

- Experience with cleaning in residential or commercial facilities.
- Experience with laundry in residential or commercial settings.
- Working with the general public and/or customer service.
- Must have strong administrative and communication skills.
- Should be friendly and tactful with a compassionate personality.
- Must be flexible and, when necessary, demonstrate good decision-making ability.
- Should have a positive attitude and work well in a team-oriented environment.

### Education Requirements

- High school diploma or GED

### Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Must have good hearing, speech, and vision.
- Must be able to regularly walk, bend, stoop, climb stairs, and lift up to 35 pounds.
- Must be able to use both hands to grasp and carry cleaning tools, supplies and packages.

### Hours and Rate

This is an hourly position with no benefits. Schedule is 5 days a week, 2:00 p.m. – 5:00 p.m. Monday through Friday.

Rate of Pay: \$10.00 per hour. Paychecks issued based on timesheet record on the 5th and 20th of each month.