



“We will love God, One Another, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry.”

Job Title: Guest Services Assistant Housekeeping – Cedar Valley

Basic Function: Assuring total cleanliness of the Lodge, Log House and Art Studio working in partnership with our team in providing efficient, friendly service to our guests while supporting and reflecting our Mission Statement.

Work Schedule: This hourly position requires a flexible schedule including holidays and weekends.

Responsibilities:

- Assure total cleanliness of guestrooms in the Lodge and the Log House.
 - A. Clean bathrooms so that all fixtures are clean and sanitized, walls washed and dried, mirrors and light fixtures cleaned.
 - B. Clean guestrooms including dusting, vacuuming, and emptying wastebaskets
 - C. Make beds and maintain mattress pads and quilts. Wash and turn when needed.
 - D. Clean floors to include sweeping, dusting, damp/wet mopping.
 - E. Clean hallways, stairwells, handrails and pictures.
- Clean and maintain the Log House, including bathrooms, kitchen floor, stove, refrigerator, cupboards, and steps.
- Make beds and assure the cleanliness of the bed linens.
- Complete laundry of all bed linens, towels, etc.
- Adhere to departmental, building and Cedar Valley policies, procedures and philosophies, including dress code.
- Maintain confidentiality of all guest information and assure guests rights and privacy are protected at all time.
- Maintain confidentiality of staff information.
- Any other duties as assigned by Managing Director/Guest Services Manager.

POSITION QUALIFICATIONS:

- Accountability – Ability to accept responsibility and account for his/her actions.
- Autonomy – Ability to work independently with minimal supervision.
- Business Acumen – Ability to grasp and understand business concepts and issues.

- Communication, Oral/Written – Ability to communicate effectively with others using the spoken word.
- Creative – Ability to think in such a way as to produce a new concept or idea.
- Customer Oriented – Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Enthusiastic – Ability to bring energy to the performance of a task.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Innovative – Ability to look beyond the standard solutions.
- Patience – Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Time Management – Ability to utilize the available time to organize and complete work within given deadlines.
- Must be able to pass a background check and complete additional training on safe conduct in the workplace.

PHYSICAL DEMANDS

Physical Abilities		LIFT/CARRY	
Stand	C (Constantly)	10 lbs. or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs.	F (Frequently)
Sit	O (Occasionally)	21-50 lbs.	F (Frequently)
Handling/Fingering	F (Frequently)	51-100 lbs.	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	PUSH/PULL	
Climb	O (Occasionally)	12 lbs. or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs.	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs.	O (Occasionally)
Bend	F (Frequently)	41-100 lbs.	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of time (2.5 – 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5 = hrs/day)

NAME (Please print): _____ Date: _____
Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Managing Director/Guest Services Manager as deemed appropriate.

EEO Statement: UCCI is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. Our leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.