



BLACK STAR FARMS: INN HOUSEKEEPER

PURPOSE:	Maintain the cleanliness of all guest rooms and public areas of the Inn
CLASS:	Part-time hourly
HOURS:	Flexible
COMPENSATION:	\$16/hour
RESPONSIBILITY:	Maintaining cleanliness of public/private spaces related to overnight guests and room turnovers, laundry coordination, and other tasks necessary to create a premier destination experience for guests.
REPORTING TO:	Housekeeping Supervisor/Inn Manager

REQUIREMENTS:

- Ability to be flexible and resourceful in a fast-paced environment without compromising quality
- Professional appearance and customer-oriented, friendly conduct
- Willing to work with and invest in a diverse team and intricate operation
- Able to lift up to 40lbs, bend and kneel for extended periods, climb stairs frequently, and be continuously on the move
- Strong prioritization and time management skills
- Attention to detail and desire to make the best, better
- Other duties as assigned by the Head Housekeeper or Innkeeper
- Must be able to work weekends and holidays

EXPECTATIONS:

- Cleaning and stocking guest bedrooms and bathrooms to ensure all rooms are prepared according to Black Star Farms standards
- Laundry service, stocking, and organization
- Ensuring public areas are cleaned and maintained daily for the health and safety of our guests and team
- Checking stock levels of all amenities in housekeeping storage areas and replace when appropriate
- Responding to guest complaints/requests promptly with professionalism and patience
- Other duties as assigned by the Housekeeping Supervisor or Inn Manager