



Job Description

Job Title: **Housekeeping Assistant**

Classification: **Hourly, Part time (2 days per week)**

Pay Range: **Starting at \$10/hour**

Reports to: **Guest and Volunteer Coordinator**

Position Purpose:

Assist *Guest and Volunteer Coordinator* and other staff to prepare camp for incoming guest groups.

Essential Job Functions:

- Physically inspect camp area, attending to any areas that need attention including cabins, Wilson Lodge, McIver Lodge, Cascade Head, outhouses, Wyeast, and paths/trails/activity areas/
 - Verify that all buildings, decks and walkways are swept, trash sorted/recycled, and mattresses are wiped and clean
 - Stock bathrooms with appropriate paper products and soaps as needed
 - Verify that the kitchens in McIver and Wyeast are clean and stocked appropriately
 - Verify the furniture is arranged appropriately for each space
 - Clean windows as needed
 - Detail cleaning as needed per checklist
 - Help to maintain tidy and organized cleaning closets
 - Notify site staff when cleaning supplies are in need of replacement
- Assist in laundry duties
 - Check to see if any linens need to be washed and folded
 - Distribute linens as needed
 - Make beds as needed
 - Clean cabin curtains quarterly
- Assist in instructing guests on proper cleaning techniques/actions

Qualifications:

- Enthusiasm for cleaning, especially as it relates to one of Westwind's guiding principles: "Many hands make light work: we strive together to leave Westwind better than we found it."
- Ability to take directions and also work independently
- Exhibit excellent customer service skills

Physical Aspects of the Job:

- Ability to lift and carry 30 pounds
- Physical mobility and endurance to perform tasks