



RMHC
New Mexico

Job Title: Housekeeper
Reports To: House Manager
Position Type: Part-time, non-exempt, shifts are 9am-3pm or 3pm-9pm
Salary Range: \$11.25-13/hour

JOB DESCRIPTION

Our Housekeepers provide general cleaning and organization services to ensure the Ronald McDonald House is maintained to a high standard, creating an atmosphere of hospitality for our families. They are responsible for general cleanliness of common areas, kitchen, guestrooms, and offices. In addition, they maintain linen closets, supply closets, cleaning supply inventories, and pantry.

PRIMARY DUTIES & RESPONSIBILITIES

- Complete routine cleaning of kitchen, common areas, dining room, hallways, offices, and public bathrooms following a planned housekeeping schedule.
- Prepare guestrooms upon check out: make beds, put out towels and toiletries, clean bathroom and vacuum as needed.
- Deep clean every guest room at least twice annually.
- Sort and store clean linens in proper closets.
- Launder all bedding.
- Monitor inventory of paper products, coffee service, and cleaning supplies, ensuring all are properly stocked.
- Organize inventory of donated nonperishable food, stocking guest pantry as needed.
- Control the circulation of special needs items such as cribs, refrigerators and recommend purchase of new
- Monitor inventory and recommend purchase of linens, paper products, cleaning supplies, special needs items, etc.
- Report needed maintenance to Facilities Supervisor or House Manager
- In conjunction with Volunteer Coordinator, identify areas where volunteers can assist with housekeeping chores.
- Transmit pertinent information as needed to the House Manager.

ANCILLARY JOB FUNCTIONS

- Maintain positive and cooperative relationships with all staff and volunteers.
- Respect the privacy and the confidentiality of all guests and agency information.
- In all instances, serves as an ambassador for the RMHC-NM, appropriately communicating the mission and purpose of the organization.
- Demonstrate respect for diverse cultures and ability to work and interact with all types of people.
- Promote an environment that aligns with the mission of the organization, focusing on hospitality.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Hotel or other hospitality housekeeping experience preferred.
- Conversational Spanish a plus.
- Able to work with minimum supervision
- Skilled in managing multiple tasks concurrently.
- Ability to perform physical tasks usually associated with housekeeping and managing inventories.
- Essential physical functions: negotiate stairs; lift 30 pounds; bend and stoop.