



## Job Description

**Position Title:** Housekeeper

**Effective:** 2/23/2026

**Reports to:** Housekeeping Manager

**Status:** Part-time; Hourly

**Essential Functions:** Provide clean, sanitary, comfortable, orderly, and satisfying surroundings for the guests, employees, and the public per the standards set by Montreat Conference Center. This is a physical, hands-on role that is essential to the function of hospitality. Housekeepers must follow the OSHA Blood-borne Pathogen Standard Exposure Control Plan for blood-borne pathogens when handling, cleaning, disposing of, or moving objects/materials and/or the cleanup of blood, infectious materials, or body fluids.

### Essential Duties:

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- Clean hotel, lodge, and other conference center properties, including, but not limited to, guestrooms, restrooms, lobbies, corridors, elevators, linen and laundry rooms, and stairways according to company standards and within required time frames.
- Replenish supplies such as bathroom necessities, drinking glasses, linen and terry, etc., in various areas such as guest rooms and restrooms.
- Transport trash and waste to the disposal area efficiently and hygienically.
- Stock, organize, and maintain housekeeping carts and equipment to ensure readiness for all tasks.
- Always greet guests in a warm, friendly manner, providing a welcoming presence throughout the property.
- Strictly adhere to safety & security policies to ensure personal safety, the safety of guests and their belongings, and company property.
- Use all materials, chemicals, and tools safely to avoid injury, waste, unnecessary damage, or accidents.
- Perform laundry duties, including sorting, washing, drying, folding, and storing company linen and terry.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken windowpanes, missing nuts or screws, beds needing repair, etc.).

- Other duties, as assigned.

**Requirements:**

- Physical Requirements: Ability to stand, lift, carry, walk, sit, push, and pull for long periods of time while performing job duties; must be able to move and position materials weighing 50 lb. or more, with assistance.
- Schedules will be formed around institutional needs and the employee’s availability. Important dates for this role are Fridays: August-May, Saturdays: June-July, and Sundays year-round. Weekend work, holiday work, and evening work are required as needed.
- A valid driver’s license.

**Competencies:**

- Work well independently and meet deadlines.
- Communicate effectively.
- Plan and prepare for assigned tasks.
- Receive feedback on performance and correct issues in a timely and professional manner.
- Follow directions and work cooperatively with others. Teamwork is essential.
- Exhibit fine attention to detail.
- Use critical thinking and resources to solve problems.

*It is the policy of the MRA dba Montreat Conference Center that it will not discriminate in employment policy and practices and will promote equality of opportunity in all aspects of employment. All employment policies and practices will be administered without discrimination based on race, color, creed, religious affiliation (except where religious affiliation is determined to be a bona fide occupational qualification), national origin, sex (including pregnancy, gender identity, transgender status, and sexual orientation), age, marital status, disability, genetic information, veteran status, or other characteristics protected by applicable law.*

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Employee Signature:

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Date:

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Supervisor Signature:

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Date: