Position Details

Overview

Position Title: *Housekeeper*

Position Code: *PC1697306*

Host Company Name: *Aspen Suites Hotel Sitka*

Host Company Description:

City: *Sitka*

State: *AK*

Gender Preference: *No Preference*

English Level: *Intermediate*

Minimum Age: *18*

Earliest Start Date: *5/20/2027*

Earliest End Date: *9/15/2027*

Latest Start Date: *6/1/2027*

Latest End Date: *9/30/2027*

Position Details

Average Hours/Week: *32*

Typical Schedule: *5 days per week; including weekends and holidays.*

Additional Hours Details: *possible overtime, not guaranteed*

Position Description:
Job Title: Housekeeper
Reports To: Housekeeping Manager

Job Summary: Responsible for the daily cleaning of the guest rooms. Reports maintenance deficiencies to maintain rooms/suites in compliance with standards.

Responsibilities and duties:
• All associates must provide excellent customer service to our guests
• Associates must treat each other with courtesy and respect
• While working associates must follow all company policies and procedures
• Associates must obey all state and federal laws
• Behavior while on the job must be in accordance with the Code of Ethics and Standards of Conduct for all associates
• It is imperative to be on time and ready for work at the start of the assigned shift
• Work with all staff to provide prompt service and customer satisfaction
• Make sound judgments and anticipate issues and opportunities
• Ensure that guests' special needs are met
• Works closely with the housekeeping staff to make certain guest needs are known
• Display effective communication skills and a high sense of integrity

• Keep work areas clean, neat, and organized
• Obtain goals set by Housekeeping Managers
• Ensure that every room is cleaned to the high standards of the lodge and hotel
• Properly stock housekeeping carts
• Report maintenance problems and fill out appropriate forms
• Follow trained procedures of chemical use, cleaning procedures
• Complete team side work
• Other duties as assigned

Requirements:
• Housekeeping experience is preferred
• Possess time management skills with the ability to handle multiple tasks and work efficiently under pressure
• The ability to work independently as well as part of a team, with various personalities and cultures, and with a positive attitude
• Self-motivated, detail oriented, and a positive customer service attitude
• Possess time management skills with the ability to multi-task and work efficiently under pressure
• Ability to communicate effectively with coworkers and guests
• Willing to work long hours, various shifts, split shifts, and on holidays and weekends
• Able to make sound judgments and anticipate problems
• Must be knowledgeable and work safely with cleaning chemicals and techniques, Able to receive training in bio-hazard material clean-up
• Ability to lift fifty pounds, bending, lifting, folding and stair climbing with or without reasonable accommodation
• CPR and/or First Aid training desirable

Physical Requirements:
This position requires certain physical activities to be expanded, which may include moving, lifting, organizing, operating equipment, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

NOTICE:
The hospitality business functions seven (7) days a week, twenty-four hours a day. In addition, this is a hospitality business, and a hospitable service atmosphere must always be projected. Upon employment, all associates are required to fully comply with JL Hospitality Management rules and regulations for the safe and efficient operation of hotel facilities.
Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the then-current needs and requirements of JL Hospitality Management and/or the hotel.
JL Hospitality Management, LLC is an equal opportunity employer. JL Hospitality Management, LLC does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

Required Duties:
Duties:
Work with all staff to provide prompt service and customer satisfaction
Ensure that guests' special needs are met
Works closely with housekeeping to make certain guest needs are known
Display effective communication skills and a high sense of integrity
Keep work areas clean, neat, and organized
Obtain goals set by the Housekeeping Manager
Ensure that every public are is cleaned to the high standards of the lodge
Re-stock inventory as needed, Collects, transports, delivers, and picks up linen
Report maintenance problems and fill out appropriate forms
Follow trained procedures of chemical use, cleaning procedures
Attends to guest calls and requests, Delivers and collects items to guest rooms (cribs/rollaway bed/extra linens etc...)
Assists the entire housekeeping department as well as other departments of the hotel with trash removal, cleanliness, and miscellaneous tasks
Other duties as assigned"

Skills Required:

Supplies Required:

Supplies Cost:

Company Policies:

Interview Required?: *Yes*

Additional Information:
-Clean cut hair, no visible tattoos, no facial piercings, clothes must be clean and free of wrinkles.

-Make sure to pack lots of layered clothing and well as a water proof jacket and shoes as it tends to get a little rainy in the summer months.

Training Dates:

Different Training Period Wage:

Physical Demands:
Must be able to stand for long periods of time; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:

Meals Included:

Transportation:

Host Placement - Related Costs:

Benefits Provided by Host:

Pay Rate: *USD 16.00*

Pay Frequency: *Bi-Weekly*

Pay Notes: *rent deducted from paycheck*

Overtime Available? *Yes*

Overtime Rate: *24.00*

Days Before Start of Work: *0*

Tipped Position? *No*

Accepts Couples? *Yes*

Accepts Groups? *Yes*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport: *Juneau International Airport*

Nearest Bus Station:

Nearest Train Station:

Transportation to Company:

Reporting Instructions: *Please report to your employer on the start date listed on your DS 2019 form.*

Travel Instructions:
You must coordinate with Amber Stringer prior to arrival. She and her team will be able to arrange your airport pickup and arrival to host company.

Nearest Social Security Office: *709 W 9th St. #231, Juneau, AK, 99801 - 11:30am-4pm*

Social Security Instructions:
You will need to check in and then apply for a social security number in Juneau prior to your arrival to Sitka. Please arrange this with your host company so they know of your travel plans. You may need to stay a night in Juneau and will need to make an appointment beforehand.

Area Information

Area Information:
Nestled at the foot of magnificent glacial carved mountains facing the Pacific Ocean on Baranof Island, Sitka is located on the outer coast of Alaska's Inside Passage and lies at the heart of the largest temperate rain forest in the world, the Tongass National Forest. With views of island-studded waters and forests descending to the water's edge, Sitka is home to 9,061 people.

Sitka's colorful past is a unique blend of native Tlingit culture and Russian history. In 1867, when the United States purchased Alaska from the Russians, the transfer ceremony was held in Sitka, and Sitka became Alaska's first capital city.

Accessible only by air or sea, Sitka offers incredible scenery, fishing, hiking, abundant wildlife, and Alaska's most culturally rich history and community. There are twenty two buildings and sites in Sitka that appear in the National Register of Historic Places. Residents and visitors alike enjoy and experience all this dynamic town has to offer.

Weather: On average, there are 84 sunny days per year in Sitka, Alaska. The warmest months are in July/August at 60°F. Therefore, please bring clothes that you can layer.

Cultural Opportunities:

Website:

Additional Website Info:

Accomodation Option: Employee Housing

Company Arranged: *Yes*

Company Recommended: *Yes*

Description:
Cost will be $140 per week. Rent will be deducted from paycheck.

Housing is located at a nearby apartment complex or is on site at hotel.

Twin size beds or twin bunk beds. Bed linens (sheets and blanket) provided. Dresser or under bed drawers. Heat, Wi-Fi. Shared bathrooms. 2-4 people per room.

Mini fridge, microwave, tv, small appliances in employee break room. Access to kitchen.

Estimated Weekly Cost: *USD 140.00*

Additional Weekly Cost:

Additional Cost Description:

Commute Options: *Walking; Bus*

Commute Cost: *USD 0.00*

Company Provides Transportation: *Yes*

Estimated Distance to Company: *Onsite or nearby, transportation provided by employer if needed*

Gender Restrictions: *None*