

JOB DESCRIPTION - BFREE HOUSEKEEPER

This position reports to the Deputy Director and performs the role of a Housekeeper at the BFREE Field Station and plays a key role in ensuring the facilities around BFREE are clean and properly prepared for staff and visitors. www.bfreebz.org

REQUIRED TASKS INCLUDE:

- Sweep, mop, and generally clean assigned buildings at the BFREE Field Station following an established schedule and protocols.
- Check all bathrooms daily ensuring that they are clean, swept, have toilet paper and the trashcans are empty and clean.
- Prepare guest accommodations by sweeping and mopping the floors, making the beds, keeping trash cans clean and empty, dusting and removing cobwebs when needed.
- Launder all sheets, blankets and towels after visitor use. Fold and store them to ensure they are kept in good condition.
- Sweep concrete slabs under buildings and rake trails around the cabins in preparation for groups.
- Responsible for keeping the Commons building clean, wiping down tables, sweeping, removing cobwebs, mopping from all rooms in the building.
- Assist in housekeeping and kitchen inventories as requested.
- Other housekeeping duties as assigned.

EDUCATION AND EXPERIENCE

- At least two years working as a housekeeper

QUALIFICATIONS

- Ability to work hard to achieve the tasks required daily
- Good physical condition, with ability to lift as much as 40 lbs
- Friendly and professional demeanour
- Fluent in English
- Effective problem-solving skills and willingness to constantly adapt due to a dynamic work and living environment