



ELDORADO COUNTRY CLUB

Indian Wells, California

Position:

ECO Housekeeper

Job Summary

Able of attending to our facilities with integrity and attention to detail. The goal is to create a clean and orderly environment for our guests that will become a critical factor in maintaining and strengthening our reputation. This position is fully committed to ensuring that all procedures are performed to the department and company standards.

Job Tasks (Duties):

- Cleaning and sanitizing bathrooms, toilets, showers, and sinks.
- Cleaning and sanitizing all kitchen fixtures and appliances.
- Scrub stains from surfaces.
- Wash and put dishes away.
- Empty waste baskets and take out trash.
- Clean and dust window seals, door jams, and window treatments.
- Dusting furniture, shelves, light fixtures, picture frames, miscellaneous décor.
- Vacuuming, sweeping and mopping all types of flooring.
- Wash soiled clothes and linens.
- Place fresh linens on beds.
- Wash, fold, organize, and stock linens and towels.
- Respond to homeowner inquiries in a professional manner.
- Report repairs and maintenance.
- All aspects of cleaning and maintenance associated with housekeeping.
- Leadership – Maintain a positive, upbeat role, promote and exemplify Company values and represents departmental objectives and interests to internal and external customers
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- Teamwork - Develop and promote teamwork and cooperation among co-workers
- Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
- Other duties as assigned Company.

Reports to:

Director of Cottage Services

Other Skills and Abilities:

- Ability to maintain a professional appearance and interact positively with Members and coworkers.
- Ability to manage your time efficiently.
- Schedule availability to work varied schedules, including weekends and holidays.