

# Year Round Housekeeping Job Description for McGregor And Castle Mountain Lodges

## SCOPE OF WORK:

Primary duties from the onset will include daily housekeeping. Cleans, and supplies (exchange of towels, trash, and firewood, along making of beds for “stay over's”).

Other duties can include helping around the property in other areas when need be.

- 1) Yard Work
  - a. Watering flowers
  - b. Flower Bed Weeding
  - c. Mowing/Trimming
  - d. Cleaning Grills
  - e. Sweeping off patios
  - f. Filling Bird feeders
  - g. Washing Windows and screens
  - h. Helping shovel snow during winter months
- 2) Simple maintenance projects and painting
- 3) Keeping the laundry room/area clean and tidy and preparing housekeeping materials for next day's work.
  - a. All Laundry to be done and put away before going home
  - b. Checking and Changing Vacuum Cleaner bags as needed
  - c. Cleaning lint traps on a DAILY Basis

We encourage you to ask questions and learn as much about this business as you desire and to have open and warm dialogue with our guests. Your knowledge of the area: Where to eat, hike, explore, and “what is going on” becomes invaluable to the guest experience.

Please make note of and address any maintenance issues immediately to help us stay on top of the property, and avoid an “unhappy” guest experience. If you don't know the answer, don't be afraid to ask!

## SCHEDULE:

A typical day-time schedule is from 9 AM till 2 or 3 PM depending on the “busy-ness” of the day. 6 days a week, and your day off may vary from week to week depending on workload. (So 30-36/hrs. weeks can be expected). On a particularly busy day, you may be asked to come in early but will be notified a day or two before. Flexibility and communication are key. It may also be necessary for you to switch a day off from time to time, and is perfectly acceptable if worked out with manager.

All staff will receive a ½ hour lunch break each day, and are expected to bring your own lunch as there won't be time to run and get one. Occasionally we will have “staff

lunches” in which case lunch is provided. All staff gather and eat together in common areas at each of the lodges for a debriefing and re-grouping over the lunch session.

\*\*Additional, Non-paid, day’s off may be scheduled through the office on a need and mutually agreed upon basis

#### COMPENSATION:

Each employee is compensated on an hourly wage. Which ranges from \$13-17/hour. A bonus will be paid at owner’s discretion dependent on the employee’s work at the completion of the summer season. Bonus’ generally range from \$750-2500 depending on the success of the season, and the contributions made by employee to that success which is solely subjective by the management and owners.

Pay Checks are dispersed on the 15<sup>th</sup> and 1<sup>st</sup> of the month. Pay periods go from the 11<sup>th</sup>-25<sup>th</sup> being paid on the 1<sup>st</sup>, and 26<sup>th</sup> till the 10<sup>th</sup> being paid on the 15<sup>th</sup>.

#### WORK DRESS:

Jeans and shorts are appropriate, along with close-toed shoes. T-shirts and sweatshirts will be provided.

#### NO DRUG TOLERANCE:

Our properties are smoke free, and we have a strict no drug tolerance policy. Any individual reporting to work intoxicated, or using drugs of any kind on company property is fired with no recourse.

The KEY to McGregor and Castle Mountain Lodge is that we are a family run resort, with EVERYONE pitching in as equals to create a “team like” experience. No job is too small for someone to pick up and take care of. An eye for detail is essential, and working together for the good of the whole will be key to the success of the business.

We look forward to having you on our “team” and working together to make McGregor and Caslte Mountain Lodges the VERY best vacation destinations in Estes Park!