



## POSITION INFORMATION

<b>POSITION NUMBER:</b>	164
<b>POSITION TITLE:</b>	Housekeeper
<b>POSITION DESCRIPTION</b>	<p>Responsible for assisting and supporting the Executive Housekeeper in meeting quality and timeliness standards so that customer properties are cleaned to a standard of excellence and ready to receive guests on time. You will be responsible for cleaning, maintaining, and inspecting rooms, suites and indoor common areas at client properties (at one site/complex) and working in support positions that may include Laundry, Common Area Cleaning and Unit Inspections. Essential functions: clean units (i.e., clean the living rooms, dining rooms, patios, kitchens, bedrooms, bathrooms, and common areas; remove trash; replace bed linens; etc.); inspect common areas to ensure clean and free of linen and debris; collect soiled linens and towels from units and/or facilities and deliver to laundry; clean towels and linens by appropriate operation of washers/dryers; monitor and replace detergent and other cleaning agents; fold/distribute clean linens to proper storage or unit linen bags; deliver clean linen and/or supply bags to units; perform daily maintenance on all machines (vacuums, lint traps, vents etc.); assist with inventorying of supplies and linens; assist in maintaining cleanliness and organization of laundry and storage areas; and make guest deliveries as directed. In addition, you must work with efficiency and quality, ensure a safe working environment, be willing and able to perform all duties related to site operation as directed by the site manager, be prompt with all assignments and appointments, create strong, positive customer relations, obtain a knowledge of the resort, display a passion for cleanliness and customer focus, demonstrate motivational skills, and sometimes work irregular hours. Must be able to lift 25-50 pounds, bend and stoop, climb stairs/ladders, and be on your feet walking and standing for your full shift.</p>
<b>COMPANY TYPE:</b>	Janitorial
<b>QUALIFICATIONS:</b>	Must be able to make decision, plan/schedule capabilities, be able to read/write/do basic math, and use long-term and short-term memory.
<b>MINIMUM ENGLISH:</b>	Upper intermediate
<b>WAGE:</b>	\$12 per hour
<b>AVERAGE HOURS:</b>	32
<b>SICK/VACATION DAYS:</b>	None paid
<b>OVERTIME:</b>	Sometimes
<b>FREQUENCY OF PAY:</b>	Weekly
<b>WORK SCHEDULES:</b>	Typically, you will work 8 hour shifts with 2 days off per week. Working on the weekends is necessary.
<b>TRAINING:</b>	Upon arrival
<b>APPEARANCE POLICY:</b>	You must bring or purchase black pants and black closed-toe shoes. A uniform top is required.
<b>MEAL CONDITIONS:</b>	None provided

## LOCALE INFORMATION

<b>LOCATION:</b>	Myrtle Beach, South Carolina
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<b>TYPE OF AREA:</b>	city
<b>LOCATION DESCRIPTION:</b>	A city and vacation resort on South Carolina's Atlantic coast, Myrtle Beach is the hub of the Grand Strand, a 60-mile string of beaches.
<b>WEBSITES:</b>	<a href="https://www.myrtlebeach.com/">https://www.myrtlebeach.com/</a> <a href="https://www.visitmyrtlebeach.com/">https://www.visitmyrtlebeach.com/</a>
<b>SECOND JOBS:</b>	Excellent
<b>INTERNET AVAILABILITY:</b>	Housing, Cafes,
<b>PUBLIC TRANSPORT:</b>	Bus,
<b>TRAVEL TO WORK:</b>	Company-Provided Transportation,

### **HOUSING INFORMATION**

<b>DOES EMPLOYER ARRANGE/ASSIST:</b>	Yes
<b>HOUSING COSTS:</b>	\$95 per week
<b>HOUSING DEPOSIT:</b>	\$200
<b>HOUSING DETAILS</b>	Furnished 2 bedroom/2 bathroom apartment (2 people per bedroom). Includes utilities, wifi and laundry facilities on-site.
<b>HOUSING LOCATION:</b>	Employer will provide a shuttle between housing and the placement site.

### **ARRIVAL INFORMATION**

<b>EMPLOYER PICK-UP:</b>	No
<b>ARRIVAL AIRPORT:</b>	Myrtle Beach International Airport
<b>ARRIVAL INSTRUCTIONS</b>	Take taxi to housing.

### **OTHER NOTES**

<b>OTHER NOTES:</b>	Students will be assigned to one of two sites in Myrtle Beach; everyone will live at the same housing site. The employer will arrange team lunches, theme park trips, a 4th of July event, etc.
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