

JOB DESCRIPTION

Quileute Ocean Side Resort

JOB TITLE: (2) Housekeeper-Regular positions
ORGANIZATION: Quileute Ocean Side Resort
SUPERVISOR: Manager of OSR
SALARY RANGE: \$9.00 -13.00 or DOQ
CLOSES: July 14, 2010

Duties:

1. Responsible for deep cleaning units as assigned by head housekeeper
2. Must follow duty schedule
3. Process work orders to maintenance staff and follow up on request
4. Must work with chemicals
5. Must be able to lift 30 pounds
6. Must be able to work and stand on feet all day (8 hours)
7. Must be very reliable, a proven record of dependable attendance
8. Assist in stocking linen closets, help with laundry
9. Must be able to work varying shifts, weekends and holidays, be on call on appointed day
10. Must clean guest shower rooms and laundry room when necessary
11. Must be able to work without constant supervision, a "self-starter"
12. Must have reliable transportation to and from work
13. Must be able to work under stressful conditions
14. Must be a team player and work will with co-workers
15. Perform other duties as requested by the Resort Manager

Qualifications:

High School Diploma/GED or obtain one in one year, failure to do so will result in a self-termination. Must have at least one year experience in housekeeping.

Special Requirements:

Must have and retain a valid Washington State Driver's License. Must have a telephone or reliable message phone.

Must adhere to Personnel Policies and Drug and Alcohol Policies.

Personnel Department
c/o Quileute Tribal Council
PO Box 279
La Push, WA 98350

Obtain a job application and job description at www.quileutenation.org

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.