

JOB DESCRIPTION  
**Quileute Ocean Side Resort**

**JOB TITLE:** Head Housekeeper  
**ORGANIZATION:** **Quileute Ocean Side Resort**  
**SUPERVISOR:** Resort Manager  
**SALARY RANGE** \$11.50 or doe/q  
**CLOSES:** **July 14, 2010 OR until filled**

**Duties**

1. Supervise housekeepers
2. Assign work schedules
3. Order housekeeping supplies
4. Make sure that the laundry is always done
5. Inspect and make sure that all rooms are clean by the end of the day
6. Hire & train housekeepers
7. Turn in Maintenance work orders & follow up to insure work orders were done
8. Keep Housekeeping areas clean & organized
9. Must work with chemicals
10. Must be able to lift 30 pounds
11. Must be able to work and stand on feet all day (8 hours)
12. Must be very reliable, a proven record of dependable attendance
13. Must be in good health
14. Must be able to work varying shifts, weekends and holidays, be on call on appointed days
15. Must be able to work without constant supervision, a “self-starter”
16. Must have a telephone
17. Must have reliable transportation to and from work
18. Must be able to work under stressful conditions
19. Must be a team player and work will with co-workers
20. 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. At least one year in a supervisory position.

**Special Requirements:**

Must have and retain a valid Washington State Driver’s License. Must adhere to Personnel Policies and Drug and Alcohol Policies.

**Preferred but not required:** bilingual in Spanish and English.

Submit job application to:

Personnel Department  
c/o Quileute Tribal Council  
P.O. Box 279  
La Push, WA 98350

Obtain a job application and job description at [www.quileutenation.org](http://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.