

CHATEAU CHAPARRAL OWNERS ASSOCIATION
HOUSEKEEPER
JOB DESCRIPTION
DECEMBER 17, 2024

Job Title: Housekeeper

Employer: Chateau Chaparral Owners Association (CCOA)

Position Type: Part-time

Hours:

- **Summer (Peak Season):** 15 hours per week
- **Winter (Off-Season):** 5-8 hours per week

Pay: Hourly rate depends on experience. Pay is one time per month.

Job Summary:

The Housekeeper is responsible for the cleaning of the CCOA's common area facilities, ensuring a safe, clean, and welcoming environment for the 306 community lot owners. The role requires self-management, attention to detail, cleaning experience, and professionalism while interacting with owners and guests.

Key Responsibilities:

Cleaning and Maintenance

1. **Daily Tasks:**

- Perform spot cleaning of all open facilities as needed.
- Ensure cleanliness and sanitation of high-traffic areas.

2. **Weekly/Regular Tasks:**

- Thoroughly clean and maintain the following facilities:
 - **Bathhouses (3 buildings):** Showers, toilets, sinks, floors, and mirrors.
 - **Lodge:**
 - Bathhouses: Showers, toilets, sinks, floors, and mirrors.
 - Kitchen: Appliances, countertops, sinks, and floors.
 - Office: Dusting, vacuuming, and general tidying.
 - Commercial Laundry Room: Maintain cleanliness of machines and all surfaces.
 - Dining Hall (seating for 200): Sweep, mop, wipe down tables and chairs.
 - Exercise Room: Sanitize equipment and clean floors.

3. **Maintenance Duties:**

- Report and communicate cleaning supply needs to management.
- Perform basic upkeep and maintenance of cleaning equipment.

Safety and Courtesy

- Follow all safety protocols while using cleaning products and equipment.
- Be courteous and considerate of owners using the facilities during cleaning.

Work Orders

- Prioritize and complete cleaning tasks based on work orders issued by the CCOA Manager.

Optional Responsibilities (Additional Pay):

- Open and close the Lodge
-

Qualifications and Skills:**1. Experience:**

- Prior housekeeping or cleaning experience preferred.
- Familiarity with cleaning products, equipment, and best method practices.

2. Skills:

- Ability to multitask and prioritize effectively.
- Ability to follow training method practices if training is required.
- Strong attention to detail.
- Proficiency in reading and writing for completing work orders and communication.

3. Physical Requirements:

- Capable of performing manual labor, including lifting, bending, and standing for extended periods.

4. Personal Attributes:

- Self-motivated and capable of working independently.
 - Conscientious of safety protocols and property maintenance.
 - Able to work without any phone interruptions.
 - Professional and courteous demeanor.
-

Performance Expectations:

- Complete all assigned tasks within the allocated time.
 - Maintain a high standard of cleanliness and organization across all facilities.
 - Communicate promptly and effectively with management regarding supply needs or facility issues.
 - Assist Management with special projects as needed.
-

To Apply:

Interested candidates should contact the Chateau Chaparral Owners Association Manager for application details.

Email: ccoasn@gmail.com