



**Title:** Cobblestone Creek Country Club Housekeeper

**Job Description:** Ensure the highest standards of sanitation, safety, comfort, and aesthetics. Ensures that adequate supplies are on hand and requisitions supplies. Works with other departments throughout the club to ensure the highest quality of cleanliness and service. Those departments include but are not limited to, Food and Beverage, Engineering, Golf Operations, Non-Golf Sports, and Pool facilities.

**General Requirements:**

- Complies with Cobblestone Creek Country Club employee policy in employee handbook.
- Report to work at the scheduled time, neatly groomed and dressed in accordance with Cobblestone Creek Country Club's appearance standards.
- Sanitizes each area per guidelines put forth by NY State, CDC and Cobblestone Creek Country Club.
- Exceptional attention to detail.
- Anticipate guest and contact needs, ascertain satisfaction, and respond urgently and appropriately to concerns and requests.
- Exceptional communication abilities when interacting with associates, guests, clients, and internal departments to build relationships.
- Able to consistently perform tasks with little direct supervision.
- Works harmoniously and professionally with co-workers.

**Job Requirements:**

- Stocks housekeeping carts and hand caddies.
- Empties wastebaskets & ashtrays.
- Wipes all windows, windowsills, walls, light switches, and mirrors.
- Vacuums rugs, stairs, and floors.
- Dusts all furniture and fixtures.
- Checks lamps for burned-out light bulbs.
- Checks drapes for missing hooks.
- Restocks all stationary.
- Cleans and sanitizes sinks, fixtures, and toilets.
- Services on-course station waste receptacles.
- Washes tiles, tub, shower walls, and fixtures.
- Restock the sanitization stations.
- Cleans walls, baseboards, and floor.
- Restocks towels, washcloths, soap, and other supplies and amenities.
- Stocks storage rooms.
- May be asked to attend staff meetings.
- Sanitizes all necessary areas throughout the day and log in the logbook.
- Performs other appropriate tasks assigned by the General Manager.
- Report any issue to condition of club house to General Manager.

**Physical Requirements:**

- Must be able to continuously sit, stand and walk a minimum of 8 hours.
- Must be able to lift up to 30 pounds and perform strenuous work lifting.
- Must be able to bend, kneel, push and pull over the course of a shift.
- All employees must maintain a neat, clean, and well-groomed appearance per Cobblestone Creek's appearance standards.
- Will be required to perform job functions outdoors and be exposed to sun, heat, humidity, and other elements.
- Must be able to work a flexible shift that includes early mornings, nights, weekends, holidays, split shifts, and extended shifts.
- Must be 18 years of age.
- Must have a reliable form of transportation to and from work.

**Qualifications:**

- **Experience:** Club, luxury resort, or other hospitality industry housekeeping experience preferred.
- **Education:** High school or equivalent education required.
- **Licenses & Certificates:** Ability to obtain and/or maintain any government required licenses, certificates, or permits. Valid driver's license.

**General Information**

- **Scheduled Shifts:** part-time, day/evening position. Days and hours based on club operations.
- **Wage:** Competitive hourly wage based on experience.
- **Reports to:** General Manager

Please respond to Amy Santini, General Manager. We plan to have this position filled as soon as possible.  
E-mail (preferred) [Amy@cobblestonecreekcc.com](mailto:Amy@cobblestonecreekcc.com) Phone;585-433-2814