

## Historic Inns of Twentynine Palms

29 Palms Inn & Campbell House

**Position Title:** Housekeeper (Part Time)

**FLSA Status:** Non-exempt

**Reports to:** Housekeeping Supervisor

### Our Culture

Established in 1928, the historic 29 Palms Inn has welcomed visitors from all over the world to the California desert, offering visitors a place for rest and rejuvenation. Located along the 9,000-year-old natural desert oasis called the Oasis of Mara, the 29 Palms Inn is a unique destination for both travelers and the community. Family owned and operated for five generations, the 29 Palms Inn strives to provide a friendly and nourishing atmosphere for its guests, and for its staff who are committed to providing the highest level of hospitality to every guest who visits our Oasis.

### Position Summary

Warmly and graciously greets and interacts with hotel guests, while working as a team to efficiently turn rooms. Responsible for cleaning all guest rooms and houses, including but not limited to doing laundry, vacuuming, dusting, making beds and cleaning bathrooms.

### Essential Job Functions

- Strip, clean, and inspect all guest rooms, following company procedures and policies
- Replenishes all bathroom supplies including all paper products, towels, and toiletries
- Communicates with reservation staff when rooms are ready for guests
- Reviews daily occupancy reports to understand flow of departures and arrivals
- Notifies maintenance staff of necessary repairs
- Communicates with reservation staff to report and track lost and found items
- Communicates clearly across a two-way radio
- Drives/operates the housekeeping carts in a safe and respectful manner
- Performs all laundry duties to support both the hotel and restaurant operations
- Learns the history of the property and individual rooms to become confident answering questions from hotel guests
- Perform all other duties as requested by supervisor or other management

### Position Qualifications

- Previous hotel experience preferred
- Valid driver's license required
- Must have a friendly and outgoing personality, and willingness to work hard
- Available to work weekends
- Ability to lift up to 50lbs