



LINDEN
HILL Historic
Estate

POSITION: HOUSEKEEPING

The Friends of Linden Hill are seeking a responsible professional housekeeper capable of attending to the facilities at Linden Hill Historic Estate with integrity and attention to detail. Role will include maintaining a clean and orderly environment for our guests and visitors that will become a critical factor in maintaining and strengthening our reputation. This includes, but is not limited to, the Weyerhaeuser home (Linden Hill Museum), the Musser home and the Pavilion. This will include washing of windows, dusting and vacuuming as well historically sensitive methods for care of facility and furnishing.

Job brief:

We are looking for a professional Housekeeper capable of attending to our facilities with integrity and attention to detail. The goal is to create a clean and orderly environment for our guests that will become a critical factor in maintaining and strengthening our reputation.

Responsibilities:

- Fulfill obligations based on the client's needs (example: tours, special event, retreat, wedding, etc.)
- Clean the interior of the buildings to include heavy and light cleaning.
- Clean the exterior of the buildings to include sweeping siding, and washing of windows.
- Ensure all rooms are cared for and inspected according to standards
- Perform a variety of housekeeping duties to include, but is not limited to vacuuming, sweeping, mopping, cleaning windows, scouring bathrooms, dusting and polishing using appropriate cleaning methods in keeping with antique furniture
- Relay customer complaints or inquires immediately and report any problems to supervisor (Executive Director)
- Notify supervisor (Executive Director) on any accidents, damages or problems while working
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate
- Protecting equipment and making sure there are no inadequacies
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices

Requirements:

- High school diploma or equivalent required
- 2+ years' experience with housekeeping
- Ability to pass a background check and drug screening
- Ability to work with little supervision and maintain a high level of performance
- Prioritization and time management skills
- Ability to work quickly without compromising quality
- Knowledge of cleaning products, implements and practices, to include products and procedures to use with antique woodwork and furniture
- Willingness to maintain confidentiality
- Knowledge of English language, excellent verbal communication skills
- Reliable mode of transportation required