



## **Position: Housekeeper – Museum & Artifacts**

### **Position Description:**

The Housekeeper of Museum and Artifacts + requires a professional individual capable of attending to the facilities at the Linden Hill Historic Estate with integrity and attention to detail. The goal is to create a clean and orderly environment for our guests and visitors that will become a critical factor in maintaining and strengthening our reputation. This largely includes, but is not limited to, the Weyerhaeuser home (Linden Hill Museum), and the artifacts of the Musser home.

**Reports to:** Linden Hill Historic Estate's Executive Director

### **Responsibilities:**

- Fulfill housekeeping and preparatory obligations based on the client's needs. (example: tours, special event, conference, retreat, wedding, etc.)
- Clean the interior of the buildings to include light and heavy cleaning.
- Ensure all rooms are cared for and inspected according to a high standard.
- Perform a variety of housekeeping duties including, but not limited to: vacuuming, sweeping, mopping, cleaning windows, scouring bathrooms, dusting and polishing using appropriate, \*historically sensitive cleaning methods in keeping with antique furnishings. (\*training and guidance provided).
- Clean the exterior of the buildings to include sweeping siding, steps, and immediate sidewalks, and washing of windows.
- Assist in 'Quick turn arounds' for rentals at Musser mansion when needed.
- Deal with reasonable complaints/requests with professionalism and patience and relay customer complaints or inquiries immediately and report any problems to supervisor (Executive Director)
- Notify supervisor (Executive Director) of any accidents, damages or problems while working.
- Maintain stock of routine cleaning and household supplies
- Check stocking levels of consumables and replace/refill regularly and as needed.
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices.

### **Requirements:**

- High school diploma or equivalent required.
- Ability to pass a background check and drug screening.
- Ability to work efficiently with little supervision and maintain a high level of performance.
- Prioritization and time management skills.
- Knowledge of English language, good verbal communication skills.
- Reliable mode of transportation required.