

Stratford Hall
483 Great House Road
Stratford, VA 22558

JOB DESCRIPTION

Department: **Housekeeping** Position: **Hospitality Associate**
Reports to: **Lodging Manager** Fair Labor Standards Act: **Non-exempt**
Term: **Part-time** Hours per week: **25**

Position Objective:

Stratford Hall is seeking a dedicated and professional hospitality associate to join our organization. Various duties include vacuuming, mopping, surface cleaning, dusting, trash removal, and laundering linen. Occasional responsibilities include clerical duties within the lodging office. Candidates must be punctual, thorough yet quick, eager to learn, and personable with guests and colleagues.

General Statement of Duties:

- Responsible for cleaning and preparing guest rooms, cabins and public areas.
- Manage laundry, stock, and inventory.
- Report maintenance issues, safety hazards, accidents, or injuries directly to management.
- Follow all organization safety and security procedures.
- Maintain all cleaning equipment, supplies, and products; ensure safe and sanitary storage and care of products.
- Clerical duties within lodging department, as needed.

Education and Qualifications:

- High School diploma or equivalent
- Housekeeping or customer service experience preferred

Skills and Specifications:

- Ability to lift, pull, and carry 25+ pounds.
- Ability to walk extended periods of time and distances.
- Maintain professional behavior with the ability to work with limited supervision.
- Maintain cleaning standards consistently throughout guest areas.
- Ability to communicate effectively.
- Must have flexible availability, including weekends and holidays.

Version Dated: April 7, 2021

STRATFORD HALL RESERVES THE RIGHT TO AMEND THIS JOB DESCRIPTION AT ANY TIME.