



Housekeeper

Classification:	Seasonal/Non-exempt
Position reports to:	Director of Operations and CEO
Position approved by:	Board of Directors
Location:	Fairfield, Idaho (on-site)
Positions Available:	1

If you want to be a part of something that is challenging, fun, and rewarding, which provides a unique and exciting experience and brings joy to those who have difficult challenges in life, then keep reading!

About:

Hidden Paradise is Idaho's first medically accessible and adaptable camp property, which is a welcoming space designed specifically for guests with medical needs to securely connect with nature and each other.

Hidden Paradise is owned by and home to Camp Rainbow Gold, an independent nonprofit serving Idaho children diagnosed with cancer and their families. Hidden Paradise also welcomes other nonprofit organizations, programs, and retreats serving those with medical, physical, emotional, or mental health challenges as well as family and corporate retreats.

Job Description:

Housekeeping is responsible for the cleanliness and appearance of the camp lodging and common use facilities. Your job at camp will include cleaning and sanitizing common areas, including daily trash removal as well as cleaning and sanitizing cabins, staff, and volunteer housing between guest groups. You will also be charged with ordering and stocking cleaning supplies, linens, trash receptacle liners, and paper products. Housekeeping works closely with Maintenance and under the guidance of the Director of Operations.

Duties and Responsibilities:

- Maintains high standards of cleanliness, sanitation, and safety in all facilities to promote a healthy and safe environment.
- Thorough cleaning and sanitization of cabins between guest groups.
- Thorough cleaning and sanitization of common areas daily.
- Thorough cleaning and sanitization of staff and volunteer housing as required.
- Ordering and stocking cleaning supplies as required while being mindful of the operating budget.
- Ordering and stocking of paper products and other supplies, as required, while being mindful of the operating budget.
- Stocking of paper products and linens, as required, for both cabins and other support facilities.
- Trash removal from all areas as required.
- Perform other housekeeping tasks and duties as assigned.

Dates of Employment:

- April 29 – October 25, 2024



Qualifications:

- Desire to work with an organization that serves a greater purpose and the ability to adapt to the special needs of those that are served through these programs
- Desire to work in the support of all camp operation
- Ability to maintain a positive and cheerful attitude
- Desire to work in the support of all cleanliness, sanitization, and beautification of all camp facilities
- Desire to help and serve others
- Must be at least 18 years of age
- Must have the ability to lift and carry 50 pounds including cleaning supplies, linens, and trash receptacles.
- Must have previous housekeeping experience.
- Commercial housekeeping experience is a plus but is not required
- Have a keen eye for detail
- Good communication skills
- Must be able to successfully pass a comprehensive background check
- Must have own transportation and/or be willing to accept housing on location

Compensation:

The pay scale for this position is \$20 per hour living off-site/ \$18 per hour with on-site housing.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.