



(907) 586-4146

fax (907) 586-4242

www.silverbowinn.com

inn • bakery • restaurant • catering • cinema

POSITION:

Housekeeper

PURPOSE OF POSITION:

Under direction from office assistant/manager, general manager, and owner, performs general cleaning tasks in inn.

DUTIES/RESPONSIBILITIES:

Responsible for cleanliness of all inn rooms as written on daily list including, but not limited to: turning over rooms, freshening rooms, and laundry.

Responsible for completing special cleaning tasks, daily lists, and weekly lists.

KNOWLEDGE AND REQUIREMENTS:

Must be able to function under limited supervision.

Able to communicate verbally, and understand and follow written and verbal instructions.

WORKING CONDITIONS:

Silverbow Inn, 120 2nd Street

ASSIGNMENT/APPROVAL OF WORK:

Receives direction and approval from office assistant/manager.

RESPONSIBILITY/ACCOUNTABILITY:

Directly impacts the day-to-day operation of the Silverbow Inn.