

# Housekeeper

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## THE OPPORTUNITY

If you are seeking a stable career in property cleaning services or just extra income you can earn while exercising, Cabin Works is seeking a reliable and detail oriented Housekeeper to join our team! We would welcome you to apply if you enjoy a work culture that supports flexible work hours and a family feel. Part-time and Full-time opportunities are available.

## WHAT WE DO

Cabin Works is a family owned and operated property maintenance and cleaning company that provides assistance to property owners and managers. From housekeeping and vacation rental support to preventative and emergency maintenance services to small remodels, Cabin Works provides consistent, high quality and professional services to our clients.

We have been servicing our beautiful Grand County since 2010. We are located in Granby and cover the areas of Winter Park, Fraser, Tabernash, Granby, Hot Sulphur Springs and Grand Lake.

We are a company that provides stable employment for our staff and also fosters a workplace culture of family involvement and work-life balance. We get excited about providing family activities for our team members throughout the year to continue building our community and show our appreciation for your hard work! BBQ's, annual Rockies game, kickball tournament for charity, and much more!

## WE WANT TO MEET YOU BECAUSE YOU

- Have a positive attitude and enjoy working with others
- Are detail oriented, organized and can apply critical thinking skills
- Have a willingness to learn and grow
- Have the ability to communicate effectively with team members
- Have reliable transportation and can pass a background check
- Have the ability to lift, bend, stoop, walk, push or pull cleaning tools and heavy laundry bags
- Have cleaning experience, even it is cleaning your own home if you are willing to learn!

## JOB RESPONSIBILITY SUMMARY

- Provide cleaning services at various property locations in our service area (office spaces, primary homes, 2<sup>nd</sup> homes, vacation rental properties, etc)
- Provide onsite laundry turnover services as required by job scope
- Utilize Cabin Works provided cleaning supplies and tools effectively and correctly at property locations
- Read and understand the Cabin Works employee manual, Housekeeping manual, and cleaning job work orders
- Be able to identify issues with the home (guest damage, lightbulbs out, etc) and relay to management
- Remove accumulated garbage from vacation rental properties (up to 4 kitchen size sealed bags) during cleaning
- Keep owners closets clean and organized
- Transport yourself to/from the Cabin Works office to restock supplies and to job locations
- Coordinate with cleaning management on job scheduling continually (willingness to work weekends is preferred)
- Be able to identify safety hazards and act accordingly

- Fill out daily time sheets with job notes
- Maintain a professional appearance and manner while representing Cabin Works
- Be a team player and support others

## HOW WE PAY

Bi-weekly paycheck's every other Friday, with direct deposit available. Pay is provided per job and is piece rate for recurring residential cleaning and is hourly for commercial and one-time cleans. Expect average pay to be about \$15-35/hour. A fuel stipend is provided to compensate for transportation to cleaning jobs. An end of season bonus paycheck is also provided.

## HOW TO APPLY

Visit our website to download and fill out a job application: [www.cabinworkscolorado.com/employment/](http://www.cabinworkscolorado.com/employment/) . Email it back to [office@cabinworkscolorado.com](mailto:office@cabinworkscolorado.com) mentioning which position you are interested in.

...or stop by our office in downtown Granby to meet us and fill out our application in person.

### **Cabin Works**

625 E Agate Ave

Granby, CO 80446

970-887-1300

[office@cabinworkscolorado.com](mailto:office@cabinworkscolorado.com)

Office hours: Monday-Friday 8am-5pm.