



THE SENTINEL

HOUSEKEEPER

Reports to: General Manager/Housekeeping Lead

Works with: Guest Services, General Manager, Directors

The Housekeeper is responsible for daily cleaning at The Sentinel. This includes cleaning, tidying, washing, laundering, scrubbing of hotel rooms, bathrooms, common areas and all linens. When needed, the housekeeping team works in the kitchen to assist the Chef during retreats.

Wage: Commensurate with Experience

RESPONSIBILITIES:

- Follows all Housekeeping and The Sentinel processes and procedures
- Familiar with shift duties and completes task effectively
- Clearly communicates between team members
- Responsible for maintaining The Sentinel standard of cleanliness and beauty
- Responsible for following all Sentinel Staff Agreements
- Responsible for signing and upholding Sentinel Confidentiality Agreement
- Sets up rooms as requested by Housekeeping Lead
- Completes pre-retreat set up including room configuration, tea stations, travel mugs, itineraries, flowers, Maloca set up as requested and cleanliness of all buildings
- Daily Cleaning tasks include:
 - Room Flips and reconfiguration
 - Lodge cleaning
 - Bathroom/bath house cleaning
 - Cleaning Maloca, including Practitioner's office
 - Tea station maintenance
 - Laundry (wash, fold, iron, stain removal)
 - Retreat setup and preparations
 - Staff Kitchen deep cleaning (quarterly)
 - Refilling of all soap, shampoo, conditioner, toilet paper, paper towels, kleenex, candles, matches
 - Maintenance and cleanliness of laundry and utility room (including washer, dryer, vacuum, filters etc)
 - Ensuring cleaning products kept topped up



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- Inform the Housekeeping Lead of any maintenance issues or low stock supplies

SKILLS/REQUIREMENTS

- Ability to complete all housekeeping responsibilities efficiently
- Communicates effectively
- Works with When I Work app
- Attention to detail
- Team player, and can work independently
- Self motivated
- No use of alcohol and/or drugs during work hours

