

NATURAL RESOURCES DOUGLAS LODGE CUSTODIAL WORKER

KIND OF WORK

Custodial and housekeeping work in the Douglas Lodge complex at Itasca State Park.

NATURE AND PURPOSE

Under immediate supervision, puts lodge rooms in order and provides laundry services to ensure a clean environment and guest satisfaction. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Puts rooms in order so that "make-ups" are completed and "check outs" are done by: putting clean linen on beds, scrubbing and placing towels, soap, and toilet paper in the bathroom; sweeping floors; and emptying wastebaskets.

Cleans linens used at Douglas Lodge so that it is available for guest use by: counting and bagging soiled linen from guest rooms and areas; transporting soiled linen to laundry areas; operating washers and dryers; receiving, counting and storing clean linen; and operating an ironing machine.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Skill in:

Human relations sufficient to deal effectively with guests.

Working quickly under pressure to ensure that there is no delay in service.

Organizing work efficiently.

Knowledge in:

The proper way of cleaning to meet health standards.

The proper way to make a bed.

Est.: 3/88T.C.:

Rev.:

Former Title(s):