



Estate and Guest Services Housekeepers * Catskill Concierge, Inc. Sullivan County NY

Overview: Catskill Concierge, Inc. is seeking Estate and Guest Services Housekeepers to work in several different locations in Sullivan County.

Catskill Concierge, Inc. provides housekeeping services for high-end homes that are typically secondary homes and/or Airbnb's. We service homes in all of Sullivan County, NY and travel to and from homes. Hospitality and Guest Experience is core to this role. Housekeepers shall perform tasks as needed to provide excellent hospitality and Guest experience.

The Estate and Guest Services Housekeeper responsibilities include:

Provide housekeeping duties including changing the sheets, changing, and arranging the towels, laundering items, cleaning bathrooms and kitchens, restocking supplies, dusting, vacuuming, and mopping of homes, staging home for next guest, following all items on the homeowner's housekeeping checklist provided.

Report and return any guest properties found in the home while rendering service.

Report cases of property damage immediately to supervisor

Work with a team of housekeepers, when needed.

Clean, disinfect and store all equipment at the end of the shift, including replacing filters on vacuum and vacuum bags as needed.

Maintain a positive relationship with employees and guests.

Monitor and report on the inventory of cleaning supplies and supplies for each home.

Collect and remove trash and debris.

Assist with laundry management, including washing, drying, and sorting linen and report to supervisor when laundry needed to be laundered off-site.

Report, turn in and log all lost and found items.

Clean upholstered furniture

Clean grills and outdoor furniture, arrange furniture and clean up yard of any debris left by guests.

Perform detailed deep cleans when required.

Complete home inspections

Skills Required to perform the job:

Experience in cleaning or housekeeping is a plus but training is available

Ability to work independently and remain motivated

Time management skills

Professionalism along with speed and attention to detail

Responsible/Dependable

Flexible

Willingness to learn and adhere to company policy

Requirements;

Must be at least 21 Years old

Valid NYS Driver's License

Own Vehicle

Reference Check

1-year experience preferred

Shift, Salary, and Benefits; These are both part-time and full-time positions, 30-40 hours for full-time and 15-30 for part-time, On Call, weekends as needed, mandated two weekend days a month during high season, based on a rotating schedule. Monday -Sunday, Shift Varies, \$19.00 to \$20.00-hour, weekend rate is \$29.00 to \$30.00. Potential to earn more depending on a career development plan.

Benefits include 401K and Paid Sick Leave

To apply send an email to sonya@catskill-concierge.com