



**Housekeeper
Carlsbad, NM**

POSITION SUMMARY:

Responsible for cleaning and preparing guestrooms and public areas such as front desk or public bathrooms. Provides good guest service and responds promptly to questions, complaints and requests.

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com.

JOB DUTIES AND RESPONSIBILITIES:

- Cleans and prepares guestrooms for occupancy through proper application of housekeeping standards.
- Stocks and maintains carts with specific products in required quantities to clean assigned rooms.
- Completes assigned daily reports, correctly identifies and reports the status of each room, and reports any maintenance problem or product shortage.
- Maintains security for guests and property by keeping room doors locked at all times; reporting any suspicious activity by guests or others; properly labeling lost and found articles and turning them in; observing all other security and safety regulations.
- Performs other tasks as assigned by the Executive Housekeeper to include but not limited to: vacuuming corridors, cleaning public or employee restrooms, washing windows, working in laundry, checking rooms, or training of other employees.
- Reports all maintenance problems to supervisor.
- Maintains proper care of equipment and supplies and notifies Executive Housekeeper of any maintenance required.
- Ability to lift a maximum of 35 pounds and push a cart that is 75 pounds.
- This position requires that all room attendants use the protective safety equipment provided by the company.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, or crawl as well as talk and hear.
- Must be able to complete assigned tasks within a timeframe.
- Additional job duties as assigned my supervisor.

MINIMUM JOB QUALIFICATIONS & EXPECTATIONS:

- Serve internal and occasional external Guests in a positive, professional manner
- Follow all guidelines on confidentiality
- Be responsible for quality, accuracy, timelines, reliability and thoroughness of work performed
- Develop and maintain positive working relationships with other employees
- Ability to communicate effectively, both verbally and written
- Provision of and responsiveness to the information needs of management and co-workers
- Promote teamwork

- Be punctual and reliable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, or crawl as well as talk and hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. The employee must be able to see differences in widths and lengths of lines, such as those on graphs.

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com. For more information on Energy Real Estate Solutions (ERES) please visit www.energyreco.com.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.