

**Wolastoq Inn and Suites**  
**Job Description**  
**Housekeeping Representative**  
**Hiring for 3 positions**

**STATUS:** Part-Time

**SALARY:** \$14.50-\$15.50 per hour

**SUPERVISED BY:** Property Manager

**ROLE:** The role of the attendant/housekeeper is responsible for oversight of the property during their scheduled times. They will provide exceptional customer service, and ensure a safe and clean environment.

---

**POSITION RESPONSIBILITIES:**

1. Ensure an outstanding guest experience
2. Responding to guest questions and concerns in a timely manner
3. Provide exceptional customer service
4. Clean thoroughly an average of as many as 10 guestrooms per shift
5. Maintain accountability for paperwork performed during assigned shifts
6. Complete paperwork legibly, thoroughly and accurately
7. Clean under bed and furniture
8. Remove soiled bed and bath linens from the guest rooms
9. Transport linens to and from the guest rooms and laundry room
10. Transport linens to storage areas
11. Empty all trash containers
12. Make up beds with fresh linens, blankets, spreads and pillows as required
13. Dust or wash; furniture, equipment, windows, windowsills, light fixtures, telephones, picture frames, doors, door and window trim, baseboards and other items in the guestroom as directed by supervisor
14. Assist in the coordination of housekeeping, maintenance, and laundry activities
15. Wash interior and exterior of windows
16. Perform minor maintenance tasks
17. Report and document any maintenance and safety concerns
18. Clean and prepare cribs and rollaway beds for storage or use
19. Clean interior common areas
20. Pickup interior litter empty common trash containers
21. Vacuum/sweep hallways, stairways and other public areas
22. Participate in the “deep cleaning” process
23. Wash or replace filters or knobs on HVAC units
24. Check telephones and Televisions, alarm clocks for proper operation
25. Replace various consumable items in the guest rooms Essential Equipment Skills that are required

26. Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Must be at least 18 years of age.
- Ability and willingness to comply with all applicable State and Federal laws and regulations.
- Must possess the ability to work with limited supervision.
- Must possess the ability to interact with guests to address their needs
- Must possess the ability to speak and write with strong, proper grammatical accuracy

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities**

Bending	F	Sitting	O	<i>N (Not Applicable)</i>
Carrying	F	Standing	F	<i>O (Occasionally) up to 2 hours a day</i>
Driving	F	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	F	Walking	F	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	F	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	

Complete job description, listing duties and qualifications and HBMI applications are available for download at our website: [maliseets.net](http://maliseets.net). An application is available at the front desk of the Administration Building or have one mailed or emailed to you by contacting the receptionist at the Tribal Administration Office at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com)

**Applications will be accepted until October 15th, 2024.**

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.