



**Ronald McDonald
House Charities®**
Eastern Wisconsin

RMHC Job Description Housekeeping Specialist

Job Title: Housekeeping Specialist

Department: Operations

Reports to: Director of House Operations

Status: 90 day trial period - Full-Time (35 hours/week) (Non Exempt) \$16/hour

Job Purpose:

Ronald McDonald House Charities® (RMHC®) is a premiere Wisconsin nonprofit established to keep families together and promote the health and well-being of children. RMHC is committed to the core values of communication, creating connections, community and compassionate care for those we serve, those we work with and those we inspire. Each member of our team demonstrates these core values and is focused on our mission and the families we serve.

The Housekeeping Specialist will be responsible for providing a clean and healthy environment for our guest families. A minimum of 1+ years of experience with residential or hospitality housekeeping is preferred. Bilingual abilities are a plus. Assists Operations team and volunteers in daily activities to ensure a timely completion of special tasks as needed. The flexibility to work long hours, holidays and weekends, as necessary. Basic computer skills and a valid Wisconsin driver license required.

Responsibilities:

- Clean and prepare guest rooms to RMHC standards for guest arrival
- Clean and maintain designated common areas
- Perform laundry duties as needed
- Stock and maintain housekeeping and linen supply rooms
- Ensure a high level of customer service is performed at all times
- Assist operations team with special projects as needed
- Assist guests with requests and questions as necessary
- Report any damages or repairs needed to management
- Report all lost and found items to management
- Support the mission of RMHC

Qualifications and skills:

- High School Diploma or General Education Degree (GED) required
- 1 year of experience with residential or hospitality housekeeping preferred
- Dependable and trustworthy
- Friendly demeanor
- Reliable mode of transportation
- Excellent verbal communication skills
- The ability to lift 40 pounds, reach over the head, squat and bend over, and climb stairs

Any interested candidate should send a cover letter and resume to Jessica Greb at jgreb@rmhc-easternwi.org.