



Job Title: Housekeeping Specialist

Department: Operations

Reports to: Assistant Manager, Facilities

Status: 90 day trial period - Full-Time (40 hours/week) (Non Exempt) \$16/hour

Job Purpose:

Ronald McDonald House Charities Eastern Wisconsin (RMHC) is a premiere Wisconsin non-profit 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. This position will also assist the Operations team and volunteers in completion of special tasks as needed.

Requirements:

- Ability to regularly work 40 hours a week, with a schedule of Tuesday-Saturday, or Sunday-Thursday. This is to include any holidays that fall within the determined shift schedule.
- A valid Wisconsin driver's license, and reliable mode of transportation
- High school diploma or General Education Degree (GED) required
- Basic computer skills 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 guests with requests and questions as necessary
- Report any damages or repairs needed to management
- Report all lost and found items to management
- Accurately record and report shift times
- Support the mission of RMHC

Qualifications and skills:

- 1 year of experience with residential or hospitality housekeeping strongly preferred
- Bilingual abilities are a plus
- Ability to work independently
- 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 Kelsey Stoltz at kstoltz@rmhc-easternwi.org.