



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Enterprises – Housekeeper I

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **HOUSEKEEPER I**
Supervisor: Resort Manger
Location: Oceanside Resort
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Clean all rooms that correspond with the daily check-outs
- Deep clean units as assigned by Head Housekeeper
- Must follow work schedule
- Assist with laundry when needed
- Stock linen closets and help maintain a clean laundry/supply room
- Clean the RV park shower and restroom areas
- Must work with chemicals
- Must be able to lift 30 lbs
- Must be able to work and stand on feet for the length of the shift
- Must be reliable, with a proven record of dependable attendance
- Must be able to work varying shifts, weekends, and holidays
- Must be available for on-call shifts
- Must be a self-starter and work independently
- Must be a team player and work well with co-workers
- Must be able to work under stressful conditions
- Pick up small trash, cigarette butts, and clean up any breakage
- Organize furniture and remove trash, linens, and equipment as needed
- Must have a telephone
- Must have reliable transportation to and from work
- Perform other duties as requested by the Resort Manager

QUALIFICATIONS:

Required Qualifications:

- Must have a High School Diploma/GED or obtain within one year
- Must have and retain a valid Washington State Driver's License or obtain within three months
- Must adhere to the Personnel Policies along with the Drug and Alcohol Policies
- A true desire to satisfy the needs of others in a fast-paced environment
- Employee must deal courteously with public, guests, and staff

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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