

Historic Inns of Twentynine Palms

29 Palms Inn & Campbell House

Position Title: Housekeeper (Part Time)

FLSA Status: Non-exempt

Reports to: Housekeeping Supervisor

Our Culture

Established in 1928, the historic 29 Palms Inn has welcomed visitors from all over the world to the California desert, offering visitors a place for rest and rejuvenation. Located along the 9,000-year-old natural desert oasis called the Oasis of Mara, the 29 Palms Inn is a unique destination for both travelers and the community. Family owned and operated for five generations, the 29 Palms Inn strives to provide a friendly and nourishing atmosphere for its guests, and for its staff who are committed to providing the highest level of hospitality to every guest who visits our Oasis.

Position Summary

Warmly and graciously greets and interacts with hotel guests, while working as a team to efficiently turn rooms. Responsible for cleaning all guest rooms and houses, including but not limited to doing laundry, vacuuming, dusting, making beds and cleaning bathrooms.

Essential Job Functions

- Strip, clean, and inspect all guest rooms, following company procedures and policies
- Replenishes all bathroom supplies including all paper products, towels, and toiletries
- Communicates with reservation staff when rooms are ready for guests
- Reviews daily occupancy reports to understand flow of departures and arrivals
- Notifies maintenance staff of necessary repairs
- Communicates with reservation staff to report and track lost and found items
- Communicates clearly across a two-way radio
- Drives/operates the housekeeping carts in a safe and respectful manner
- Performs all laundry duties to support both the hotel and restaurant operations
- Learns the history of the property and individual rooms to become confident answering questions from hotel guests
- Perform all other duties as requested by supervisor or other management

Position Qualifications

- Previous hotel experience preferred
- Valid driver's license required
- Must have a friendly and outgoing personality, and willingness to work hard
- Available to work weekends
- Ability to lift up to 50lbs