Part-Time Housekeeper
$16.50 - $17.50 per hour, with meals while on shift
Part-Time, 16-24 hours per week, Seasonal Position, March 1, 2022 to Late-October, 2022
Sierra Nevada Journeys Grizzly Creek Ranch, Portola, California

SIERRA NEVADA JOURNEYS
Sierra Nevada Journeys is committed to delivering innovative outdoor, science-based education programs for youth to develop critical thinking skills and to inspire natural resource stewardship. Sierra Nevada Journeys prioritizes diversity, equity, and inclusion. We believe that active reflection, engagement, and commitment to these principles is crucial to creating a workplace that has diverse perspectives.

We believe that environmental education and outdoor recreation should be accessible for all, and we are committed to prioritizing those in our community with the least access. We strive to build our workforce and programs around our ability to serve communities diverse in race, ethnicity, gender, sexual orientation, age, physical and mental ability, values and perspectives.

To achieve this vision, we focus on building sustainable partnerships with schools and communities that serve the youth who have the least access to high-quality science education and outdoor learning experiences. We invite continuous voice from these partners, and the youth and families they serve, to inform how we design and deliver culturally relevant and inclusive programs. It is with this vision in mind that we pursue our mission, striving to become the equitable and inclusive organization that the youth of our communities deserve.

WHO WE WANT
When you join our team at Sierra Nevada Journeys you can expect to be part of an inclusive, innovative and equity-focused community that requires broad collaboration among staff, students and partners. We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations.

Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings our organization. The successful candidate will be an equity-minded individual committed to collaborating with staff, students and partners to deliver innovative outdoor and science education programs for youth.

We recruit a workforce that reflects our audience. We value our employees by fostering a culture where the unique backgrounds and perspectives of our staff are seen and heard, and by providing sustainable compensation, mentorship and professional development opportunities.

Job Description
The Housekeeper attends to all areas of cleanliness, clean up, sanitation and housekeeping while sustaining the highest levels of hospitality and customer service. This position also communicates with the Housekeeping Lead who, in turn, collaborates and coordinates closely with grounds and facility maintenance to ensure furniture, fixtures and equipment are working, in good repair and that there are no inadequacies. The candidate will conduct themselves as an ambassador of the organization. The qualified candidate shall have competence in all areas of housekeeping services. As a part-time Housekeeper, the hours will vary depending on the volume of guests and the number of days of the week that groups arrive and leave. This position will work between 16 and 24 hours a week, with occasional opportunities to work more hours if wanted.

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Standards of Performance and Conduct (each is an essential function):

- Consistently demonstrates and incorporates principals of safety, loss prevention and risk management for self and other into daily activities. Attends required safety training and participates in safety drills and exercises.
- Ensures tools and equipment are in good working order at all times and uses equipment safely.
- Consistently maintains acceptable level of productivity
- Requires punctual and regular attendance. Time away from work is approved and taken in accordance with established policies.
- Performs job duties in a prompt, thorough and acceptable manner. Performs duties in a manner that promotes team concept and reflects Sierra Nevada Journeys’ mission and ethics.
- Works cooperatively with all organization employees, participants, customers and other persons contacted during the course of performing duties.

Areas of Responsibility
- Clean cabins, hallways, lobbies, lounges, restrooms, corridors, locker rooms and other work areas so that health and safety standards are met.
- Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners or shampoos.
- Empty wastebaskets, empty and transport other trash and waste to disposal areas.
- Sweep, scrub, wax, and polish floors, using brooms, mops or powered scrubbing and waxing machines.
- Dust and polish furniture and equipment.
- Keep storage areas well-stocked, clean and tidy.
- Polish accessories and metalwork such as fixtures and fittings.
- Remove debris from walkways, parking areas, program areas and swimming pool areas.
- Replenish supplies.
- Sort clothing and other articles (i.e., sleeping bags), load washing machines and fold dried items.
- Wash windows, walls, ceilings and woodwork — waxing and polishing as necessary.
- Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Hang draperies and dust window blinds.
- Move and arrange furniture and turn mattresses.
- Observe precautions required to protect camp and guest property. Report damage, theft or found articles to the Operations Manager.
- Prepare rooms for meetings, social or business functions.
- Carry towels, toilet items and cleaning supplies, using wheeled carts.
- Respond to appropriate guest supply needs.
- Assist with seasonal projects such as winterization, annual deep cleaning and repair.
- Maintain supply inventory for assigned facility areas.
- Assist with turnover of cabins and buildings between groups and with duties associated with arrival and departure of groups and their participants
- Clocking in and out for shifts; also, clocking out and in for your 30-minute unpaid meal break

Required Qualification

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- Walk and stand much of the time.
- Lift and carry for a short distance up to 10 pounds and on a rare occasion, 50 pounds.
- Push heavy wheeled carts.
- Use commercial cleaning products; read and understand usage instructions for cleaning products and supplies.
- Work a variety of shifts, including days, evenings and weekends.
- Customer service experience; customer-oriented and friendly.
- Work well under a set timeline.
- Read and follow policies and procedures.
- Ability to identify and respond to problems and hazards in all aspects of camp operations.
- Operate in an orderly and professional manner.
- Ability to use cleaning and janitorial supplies safely and effectively.
- Follow instructions and training associated with cleaning, sanitizing and polishing products and procedures to include MSDS and blood-borne pathogen response.
- Ability to operate housekeeping related electrical and mechanical equipment and machinery safely and efficiently.
- Ability to work for extended periods in uncomfortable positions.
- Ability to work effectively in the outdoors in varying weather conditions.
- Ability to work with little supervision and maintain a high level of performance.
- Working quickly without compromising quality.
- Ability to pass a background check.
- All employees and volunteers are required to attest in writing they have up-to-date immunizations against the diseases required for public school attendance in the state in which they work and have received a COVID-19 vaccination as a condition of employment.

COMPENSATION

- $16.50-$17.50 per hour, 16-24 hours per week with the opportunity to increase hours
- Meals while on shift
- Three sick days
- Optional 403(b) retirement plan and up to a 4% match by Sierra Nevada Journeys

HOW TO APPLY
Join a team that is committed to constantly improving our outstanding outdoor education programs. Please visit our website at sierranevadajourneys.org/jobs. You will be asked to upload your resume and cover letter within the online application. Questions? Visit 5900 Grizzly Rd., Portola, CA 96122 or call 530-832-1085.

EEO STATEMENT
Sierra Nevada Journeys is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information.

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