



## Job Description

**Position Title:** Housekeeper  
**Department:** Housekeeping  
**Reports Directly To:** Housekeeping Manager  
**Directly Supervises:** N/A

**Date:** 07.04.25  
**Closing Date:** until filled

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### BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking full-time **Housekeepers** to ensure that NorthBay's campus is clean and sanitary. Team members will handle all aspect of cleaning public areas, assigned cabins, bunk rooms, apartments, hotel rooms, lobbies and private and public restrooms, including trash removal and laundry.

NorthBay is looking for highly motivated, personable individuals with excellent organization, a heart for service and great communication skills. Successful candidates will be motivated self-starters who can work both independently and effectively within a team. Candidates must be able to convey a sense of hospitality and concern as relates to students, guests and staff while providing high quality, timely cleaning levels.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

1. Clean all bathrooms including counters, mirrors, sinks, lavatories and fixtures in apartment and common areas.
2. Vacuum carpeted areas and mop floors.
3. Spot clean walls and windows.
4. Dust furniture and empty trashcans.
5. Clean baseboards, pictures, lights, and HVAC vents.
6. Honor any additional housekeeping request made by the guest during the allotted time.
7. Assist with picking up trash four (4) times a day.
8. Assist with activity room set-ups, including movement of furniture.
9. Occasionally lifting mattresses off of floors or from one cabin to another to accommodate guests.
10. Report any pertinent information to management directly related to the wellbeing of the guest.

### QUALIFICATIONS:

- Valid Driver's license
- General knowledge of housekeeping
- Ability to read, write and follow oral and written instructions and demonstrate good problem-solving skills
- Ability to operate all required equipment, including: vacuum cleaners, carpet cleaners, washers and dryers



## **Job Description**

**Ability to lift 50 pounds, over 50 pounds must use the aid of a hand truck or get assistance, and move light furniture. Ability to stand on one's feet for a long period of time, bending and extensive walking. Ability to push/pull a housekeeping cart, mop and bucket, vacuum, use of floor equipment, climbing ladder to 6/8 feet.**