

Angoon Rental Unit Cleaning Job Description

LOCATION	Angoon, Alaska	TYPE OF POSITION	Part-Time
SCHEDULE	As needed or directed by the supervisor	HOURS	As required or directed by the supervisor
REPORTS TO	Kootznoowoo designee	FLSA STATUS	Non-exempt

This position entails cleaning services at the Raven Beaver Building, ensuring the property is kept clean and presentable to guests. The contractor will perform various tasks, including general cleaning, kitchen sanitation, bathroom disinfection, bedroom preparation, linen laundering, and trash removal. Cleanings will be scheduled based on guest departures, with high standards of cleanliness required and monitored by Kootznoowoo. Supplies and equipment are provided by Kootznoowoo, stored securely on-site, and monitored for inventory.

Key Functions of the Cleaning Service Contract:

- **Property Upkeep:** Ensure the property is consistently clean, hygienic, and welcoming for guests, in line with Kootznoowoo quality standards.
- **General Cleaning Duties:** Vacuum, dust, mop, and clean surfaces to maintain a spotless environment in all rooms.
- **Kitchen Cleaning:** Sanitize countertops, clean appliances, wash dishes, and manage trash in the kitchen area to maintain a food-safe and tidy space.
- **Bathroom Cleaning:** Clean and disinfect all bathroom surfaces, replenish toiletries, and empty trash to ensure a fresh, sanitary environment.
- **Bedroom and Common Area Tidying:** Make beds with fresh linens and dust and organize and maintain clutter-free areas for guest comfort.
- **Laundry Service:** Wash, dry, and fold linens and towels, ensuring they are ready for guest use or stored appropriately.
- **Trash and Recycling Management:** Collect and dispose of trash and recycling, keeping bins clean and prepared for the next guests.
- **Scheduled Cleanings:** Clean promptly after each guest's departure, adhering to a schedule set by Kootznoowoo to prepare the property for new arrivals.
- **High Cleanliness Standards:** Maintain rigorous cleanliness and allow inspections; additional cleaning may be requested if standards are unmet.
- **Supplies and Equipment Coordination:** Use Kootznoowoo-provided supplies, notify them when supplies run low, and follow procedures for restocking to ensure uninterrupted service.



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Qualification Requirements

Education and Experience

- A high school diploma or GED is required
- Minimum 2 years of experience in professional cleaning, preferably in hospitality or short-term rental settings, demonstrating familiarity with high standards of guest readiness.
- Experience with quality control practices in cleaning, ensuring spaces meet cleanliness standards suitable for guest inspection.
- Familiarity with safe handling of cleaning chemicals and equipment, emphasizing non-toxic, surface-safe products and tools.
- Strong organizational and time-management skills to adhere to specific cleaning schedules and maintain timely, high-quality service delivery.
- Experience with Alaska Native Corporations - preferred
- Kootznoowoo shareholder - preferred

Skills and Abilities

- **Attention to Detail:** Ability to notice and address minor issues, such as dust, stains, and clutter, ensuring thorough cleaning that meets high standards.
- **Time Management:** Efficiently scheduling and completing cleaning tasks within the designated timeframe between guest check-out and check-in.
- **Proficiency in Cleaning Techniques:** Skilled in using various cleaning methods for different surfaces and materials, including floors, counters, glass, and fabric.
- **Sanitation Knowledge:** Knowledgeable in using disinfectants properly to maintain a healthy environment, especially in kitchens and bathrooms.
- **Organizational Skills:** Capable of keeping clean supplies, linens, and guest areas organized and adequately stocked.
- **Adaptability:** The ability to adapt to special requests or additional tasks, such as deep cleaning or urgent clean-ups, as they arise.
- **Communication Skills:** Communicating effectively with Kootznoowoo to stay informed of guest schedules and supply needs.
- **Inventory Management:** Monitoring supply levels and notifying Kootznoowoo promptly when Destocking is required.
- **Reliability and Consistency:** Dependability in providing consistent quality across cleaning sessions and being available for regular inspections.
- **Basic Maintenance Awareness:** Identifying and reporting any maintenance issues discovered during cleaning, such as leaky faucets or damaged fixtures.

These skills ensure the cleaning service provider upholds cleanliness and readiness standards for the Kootznoowoo Angoon property.

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Work Environment and Physical Demands

Work Demand

- **Attention to Detail:** The Cleaner must ensure that each area, including floors, surfaces, and fixtures, meets high standards of cleanliness and organization. This requires meticulous attention to every detail to maintain guest satisfaction and adherence to Kootznoowoo quality standards.
- **Adherence to Schedule:** Cleanings are to be conducted promptly following each guest's departure within a limited timeframe, requiring efficient time management and flexibility to respond to Kootznoowoo's scheduling notifications for guest arrivals and departures.
- **Effective Communication:** The Cleaner must contact Kootznoowoo for updates on guest schedules and supply needs, enabling coordination and timely resupply for uninterrupted service.

Physical Demands:

- **Lifting and Moving Supplies:** Regular handling of cleaning supplies and equipment, including lifting and carrying heavy items like vacuum cleaners, mops, and laundry bags, is required.
- **Extended Periods of Physical Activity:** The Cleaner will spend extended periods standing, bending, lifting, and performing repetitive motions while cleaning and organizing each property area.
- **Frequent Stair Climbing and Reaching:** Cleaning duties may involve frequent stair climbing and reaching clean high or low surfaces, demanding physical endurance and flexibility.
- This position may require intermittent travel, including travel by small plane.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their health, safety, or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.



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This job description does not constitute an employment agreement or contract implied or otherwise, other than an “at-will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Employee meets essential functions and accepts job responsibilities as outlined in this job description:

Employee Signature

Print Name

Date

Supervisor/HR Signature

Print Name

Date