QUILEUTE TRIBAL ENTERPRISES
HUMAN RESOURCES DEPT.
P.O. Box 67, La Push, WA 98350
(360) 640-5613

Position: Resort Housekeeper
Supervisor: Housekeeping Supervisor
Location: Quileute Oceanside Resort Property
Work Info: Full Time/Part Time Availabilities
Classification: Non-Driving Position- Driver's License Not Required
Salary: DOQ/E

POSITION SUMMARY:
The Housekeeper is responsible for maintaining clean, comfortable, and welcoming guest rooms and public areas throughout the resort. This position plays a key role in creating a positive guest experience by ensuring accommodations meet the highest standards of cleanliness, presentation, and hospitality. Housekeepers are expected to work efficiently, safely, and professionally while providing exceptional attention to detail and supporting a team-oriented work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Clean and prepare guest rooms according to established resort standards.
- Make beds, replace linens, and replenish towels and guest amenities.
- Clean and sanitize bathrooms, kitchens, and living areas.
- Dust, vacuum, sweep, mop, and polish all assigned areas.
- Empty trash and replace liners in guest rooms and common areas.
- Restock housekeeping carts and maintain adequate cleaning supplies.
- Inspect rooms for cleanliness, maintenance concerns, and forgotten guest belongings.
- Report maintenance issues, damaged property, or safety hazards promptly.
- Clean hallways, stairwells, lobbies, laundry rooms, offices, and other public spaces as assigned.
- Follow proper handling procedures for cleaning chemicals and equipment.
- Maintain guest privacy and confidentiality at all times.
- Respond professionally to guest requests and communicate with supervisors regarding room status.
- Assist with laundry operations as needed, including washing, drying, folding, and organizing linens.
- Support deep cleaning projects and seasonal cleaning assignments.
- Follow all company safety policies, sanitation standards, and housekeeping procedures.
- Work cooperatively with other departments to ensure excellent guest service.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED preferred.
- Previous housekeeping or hotel experience is preferred but not required; training will be provided.
- Ability to work independently while maintaining productivity standards.
- Strong attention to detail and organizational skills.

- Reliable attendance and dependable work ethic.
- Positive attitude with a commitment to excellent customer service.
- Ability to maintain confidentiality and professionalism around guests.
- Must be able to communicate effectively with supervisors and coworkers.

PHYSICAL REQUIREMENTS:

- Frequently stand, walk, bend, kneel, reach, and twist throughout the workday.
- Lift, carry, push, and pull up to 50 pounds regularly.
- Push housekeeping carts and move furniture as necessary.
- Perform repetitive cleaning tasks for extended periods.
- Work safely around cleaning chemicals and equipment.

WORK ENVIRONMENT:

This position works throughout guest rooms, cabins, vacation rentals, public spaces, laundry facilities, and other resort buildings. Work is performed indoors with occasional outdoor responsibilities depending on property needs. Employees may be exposed to cleaning chemicals, dust, varying temperatures, and moderate noise levels.

Weekend, holiday, and evening availability may be required based on occupancy and business demands. Housekeepers are expected to maintain a professional appearance, work efficiently in a fast-paced environment, and contribute to a positive team culture focused on exceptional guest experiences.

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.

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.

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

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

Via email: qte.hr@quileutetribe.com

-OR-

The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
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, if applicable)
5. Driver's License
6. Diploma/Transcripts(s) High School/GED, College (if applicable)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.