

## **Seasonal Housekeeper**

**Job Classification:** Non-Exempt

**FLSA Status:** Non-Exempt

**Reports To:** Housekeeping Manager

Pay: \$16.00/hour

Benefits: Paid Time Off/Employee Discount/Flexible Schedule/Employee Assistance Program/Park Perks

## **Park Overview**

Wildlife Prairie Park has often been referred to as a jewel in the Midwest. Located just outside of Peoria, Illinois, this 1,800-acre zoological park is home to over 180 animals representing more than 80 species native to Illinois. Guests come to learn about wolves, bison, waterfowl, black bear, elk, cougar, otter, and much more.

Wildlife Prairie Park offers a one-of-a-kind stay with its distinctive lodging options. These include the serene Cabin on the Hill, the charming converted Train Caboose, and the rustic Grain Bins. Guests can also enjoy the stunning Legacy Cabins and newly remodeled Americana Home, nestled adjacent to the bison and elk pasture for an unforgettable wildlife experience. For those seeking a lakeside retreat, the Prairie Stables offer relaxation, while Megan's Cabin provides a secluded log cabin with a private dock overlooking Deep Lake. Each lodging experience is designed to connect guests with the beauty and tranquility of nature.

## **Position Summary**

The Seasonal Housekeeper plays a vital role in ensuring a positive guest experience by maintaining the cleanliness and functionality of all lodging accommodations. This seasonal part-time position primarily focuses on preparing, cleaning, and servicing all lodging units for public rental while assisting custodial staff as needed. Housekeepers help ensure lodging spaces meet Wildlife Prairie Park's cleanliness standards and provide guests with a welcoming and comfortable stay.

## **Essential Duties and Responsibilities**

- Preparing and setting up all lodging units for public rental.
- Cleaning and servicing all lodging units to Wildlife Prairie Park standards.
- Ensure lodging units are maintained to the highest standards of cleanliness and presentation to support exceptional guest experiences.
- Inspect lodging accommodations prior to guest arrival to ensure units meet park cleanliness and readiness standards.
- Sweeping, mopping, and maintaining all floor surfaces in lodging units.

- Cleaning and maintaining all furniture, linens, and room objects in lodging units.
- Performing laundry duties, including washing and preparing all linens for reuse.
- Maintain organization and cleanliness of laundry areas and equipment.
- Cleaning and maintaining restrooms and restroom facilities in lodging areas.
- Stocking and maintaining housekeeping supplies for lodging units.
- Reporting any maintenance-related issues in lodging units to the park operations staff.
- Conduct inventory of items in cabins between guests and report any missing items to the Housekeeping Manager promptly.
- Assisting custodians as needed with special tasks or events.
- Supporting preparations and setup for special events, which may require flexible scheduling including holidays.
- Work collaboratively with housekeeping, custodial, maintenance, and lodging staff to ensure lodging areas remain guest-ready.
- Follow all safety guidelines and proper procedures for handling cleaning chemicals, equipment, and supplies.
- Attend meetings and professional development seminars or conferences.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Familiarity with parks, trails, and buildings is a plus.
- Knowledge of safe operating procedures for housekeeping tools, vehicles, and cleaning chemicals.
- Ability to work in various physical conditions including bending, stooping, lifting, and reaching for extended periods.
- Willingness to work in varied weather conditions when necessary.
- Strong team player who can respond appropriately to verbal directions and written assignments.
- Strong attention to detail and commitment to maintaining high cleanliness standards.
- Strong commitment to excellent customer service and guest satisfaction.

### **Minimum Requirements**

#### **Education and Experience**

- High school diploma or equivalent preferred.
- Prior housekeeping experience at a hotel, lodge, or similar lodging environment preferred.

#### **Physical Demands and Working Conditions**

The position requires the ability to perform physical tasks including standing, walking, bending, stooping, lifting, reaching, and carrying supplies for extended periods of time. Work may occur indoors and outdoors depending on lodging locations and operational needs.