

HOUSEKEEPER

Summary:

Wildlife Prairie Park has often been referred to as a jewel in the Midwest. Located just outside of Peoria, IL, this 2,000-acre zoological park is home to over 150 animals and 50 different species native to Illinois. Guests come to learn about wolves, bison, waterfowl, black bear, elk, cougar, otter, and much more. Since its opening in 1978, Wildlife Prairie Park has proudly promoted its mission of conservation, education, and recreation.

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, 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.

The Housekeeper plays a vital role in ensuring a positive guest experience by maintaining the cleanliness and functionality of all lodging accommodations. This part-time position primarily focuses on preparing, cleaning, and servicing all lodging units for public rental while assisting custodians as needed. Housekeepers report to the Housekeeping Manager.

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.
- 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.
- 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.
- Assisting custodians as needed with special tasks or events.
- Conduct inventory of items in cabin between guests and report any missing items to Housekeeping Manager promptly.
- Supporting preparations and setup for special events, which may require flexible scheduling, including holidays.
- Attend meetings and professional development seminars/conferences.
- Other duties as assigned.

Employment Standards

- A collaborative and cooperative attitude with co-workers, supervisors, and volunteers.

- Professional appearance and courteous customer service.
- Flexibility in scheduling work hours to meet organizational needs.
- Effective communication skills, both verbal and written.
- A strong commitment to workplace safety and attention to detail.
- Strong commitment to excellent customer service and guest satisfaction.

Minimum Qualifications

Education and Experience:

- High School diploma or equivalent preferred.
- Prior housekeeping experience at a hotel or lodge is preferred..
- Must possess a valid driver's license and meet insurance carrier requirements.
- Flexibility to work weekdays, weekends, and holidays as needed.

Knowledge, Skills, and Abilities:

- Familiarity with parks, trails, and buildings is a plus.
- Knowledge of safe operating procedures for housekeeping tools, vehicles, and chemicals.
- Ability to work in various physical conditions, including bending, stooping, lifting, and reaching for extended periods.
- Willingness to work in varied weather conditions.
- Strong team player who can respond appropriately to verbal directions and written assignments.