JOB OPPORTUNITY

We encourage diverse applicants because we believe having staff who authentically reflect the communities, we serve is critical to our ability to be culturally responsive.

Effective 07 February 2022, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation including Booster.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religions exemptions.

Title: Housekeeper/Laundry Attendant
Department: Lodging
Reports To: Lodging Supervisor
Classification: Full-time/Annual OR Part-time/Seasonal; both Hourly/Non-exempt
Pay Rate: $18.00 per hour
Work Schedule: Tuesday through Sunday; schedule may vary
Benefit Package: Full-time: Full benefit package provided; benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation
Part-time: Part-time positions do not qualify for benefits, however safe and sick applies.

Overview:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Housekeeper/Laundry Attendant ensures the cleanliness of our lodge rooms, proper cleaning of linens, manages our overnight facility, and inspects lodging rooms before and after cleaning.

We are seeking full-time year-round staff and/or full-time or part-time seasonal staff. We offer a fully paid benefits package for full-time year-round staff. Seasonal and Part-Time staff do not qualify for benefits.

Primary Responsibilities:

• Cleans overnight lodge rooms, and common spaces within the lodge building. This includes sleeping rooms, bathrooms, hallways, common areas, and exterior patio areas.
• Assists with all lodge laundry, including transport of laundry, washing, drying, folding, ironing, and restocking in a timely manner.
• Assists with lodging turnovers; including bed make up, linen placement, trash removal, post-guest and pre-guest room inspections, various tasks as directed by supervisor.
• Assists with maintenance of linen inventory.
• Checks work email daily.
• Completing assigned project tasks.
• Maintains laundry room and linen storage in a neat and orderly fashion.
• Launders janitorial items campus-wide to ensure appropriate inventory is available for housekeeping needs.
• Supports receiving and warehousing of linens and lodging items.
• Assists with site maintenance and security.
• Reports lodge maintenance issues to the Lodging Supervisor.
• Demonstrates IslandWood’s core values that enable teams and individuals to succeed with shared respect and purpose.
IslandWood Job Description
Housekeeper/Laundry Attendant
Page 2 of 2

Required Qualifications:
- Understanding of proper cleaning process and protocol.
- Familiar with cleaning products and their proper use.
- Willingness to take initiative and ability to prioritize tasks
- Effective time-management, problem-prevention, and problem-solving skills
- Work with our computerized scheduling and event calendar software
- Be able to understand safety directions, signs, and MSDS data sheets
- Ability to communicate well, both verbally and in written form
- Ability to cope with interruptions and changes
- Must be physically able to walk, stand, bend, twist, turn, kneel, stoop, climb ladders and stairs
- Must be able to physically manage and use common hand tools
- Must lift and carry up to 70 pounds
- Valid driver’s license and ability to obtain any licenses required for system or vehicle operation
- Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values, and goals of IslandWood
- Commitment to support IslandWood’s work towards social justice, equity, diversity, and inclusion in the workplace
- Experience in engaging with diverse communities
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure, post-offer

Application Requirements:
Please submit a cover letter, resume and two current references

Position Posted: 14 Mar 2022
Application Deadline: Open until filled
Start Date: As soon as practical; Apr/May 2022

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.