

**EARTHSHINE LODGE
HOUSEKEEPING STAFF
JOB DESCRIPTION**



Organization Summary:

Earthshine Lodge is a mountaintop getaway offering extraordinary experiences through retreats, outdoor education, family, and adventure programs. The programs and retreat opportunities offered at Earthshine Lodge are unique learning experiences and the center's environment is an equally important part of the customer experience. Our customers appreciate the ability to get away from it all to a secluded mountain top oasis with picturesque views and acres of forest to explore.

Earthshine Lodge offers programs year-round. Throughout the summer and many weekends, families, groups, and individuals are welcome to stay at our accommodations at the Main Lodge and Sunrise Cottage. Throughout the school year, Earthshine Lodge offers Outdoor Education field trips (predominantly 2 night-3 day experiences) that focus on living history, natural and environmental science, team building, and adventure. Earthshine Lodge is also a destination for a range of retreats, reunions, and events including weddings and community gatherings.

Overview of the Role:

This is an hourly role, with the number of hours per week depending on the needs at the time, averaging 10-20 hours per week, fluctuating seasonally. This position reports to the Site Manager(s) and works collaboratively with the Earthshine Lodge team to provide clean, comfortable and welcoming experiences for all guests.

Weekly responsibilities may include:

- Cleaning and disinfecting lodge rooms, guest cottages and common areas.
- Changing linens, towels, bedding, etc. as needed.
- Keeping the main areas of the lodge and cottage clean and sanitized.
- Removing trash and recycling from guest rooms and cottages.
- Re-stocking guest room and cottage supplies such as bathroom/shower soap, coffee packets, fire starters, etc.
- Checking for and replacing burnt out lightbulbs.
- Keeping track of any outstanding maintenance issues and alerting site managers of anything that needs attention.
- Assisting in maintaining a neat, orderly supply of linens, blankets, re-stocking materials and cleaning supplies.
- Straightening up outdoor spaces and returning outdoor furniture to its proper location.

Requirements:

Successful candidates have experience working in hospitality and/or housekeeping. Candidates must be able to work independently with minimal direct supervision, but should be willing to incorporate feedback into their role. The position requires individuals in good physical condition, with the ability to lift up to 40 pounds, bend over, reach into tight spaces, go up and down stairs, squat, and climb onto top bunks. Currently, during the pandemic, candidates must be willing to wear an approved face mask while working indoors, and to adhere to social distancing guidelines with guests and other staff, per NC government regulations.

Compensation:

- Salary - hourly rate of \$13/hour, part time plus guest gratuities.

Benefits:

- Flexible working hours.
- Collaborative work environment with a growing team of passionate employees.
- Working in a beautiful setting - a mountaintop property, bordering Pisgah National Forest, with miles of scenic views.
- An adventure-friendly employer - we encourage staff to take time to enjoy the outdoors, travel, adventure (whatever that looks like for each individual), and explore personal goals.
- All positions qualify to participate in our growing gear discount program.

Starting Date:

As soon as possible.

To Apply:

Send the following documents to info@earthshinenc.com

- Resume
- Name, Email, and Phone number for 3 references