

Job Description



JOB

- Title: Housekeeper, Douglasville Location
- Direct Report to Cindy Divine
- Part Time

RESPONSIBILITIES

- Clean and maintain following areas:
 - Main Kitchen
 - Ready Room
 - Backstage Production & Dressing Rooms
 - Upstairs office area including, Break Rooms, Staff Offices/Cubicles, Front Desk Reception Area, Copy Room & Creative Planning Room
 - Youth Kitchen
- Organize Kitchen Storage Room and Pantry
- Maintain and clean refrigerators and freezers
- Maintain Laundry Room & linens
- Weekly care and maintenance of outdoor potted plants
- Common's Area & Hallways
- Assist with Christmas and seasonal décor
- Assist with hospitality and food services

REQUIREMENTS

- A passion and excitement for clean environments
- An eye for detail & design