

Siskiyou Field Institute (SFI) Housekeeper JOB DESCRIPTION

Job Title:

Housekeeper

Job Status:

Part-time, regular employee

Supervisor:

Executive Director, Siskiyou Field Institute

Hours:

12-32 hours per week depending on facility rental demand. May go down to zero hours during winter months.

About SFI:

The Siskiyou Field Institute (SFI), is a nonprofit 501(c) (3) organization that delivers outdoor and natural-history-oriented education programs to adults and youth. Located at 1241 Illinois River Rd. in Selma, Oregon, SFI is headquartered at the 850-acre Deer Creek Center where the Institute's administrative offices as well as educational, lodging and event facilities are housed. SFI's main programs include: 1) adult outdoor and natural history education 2) youth outdoor and natural history education 3) university-level scientific research facilitation 4) management, maintenance and restoration of the Deer Creek Center including the facilities and diverse natural habitat and agricultural lands. For more information about SFI, please visit www.thesfi.org.

Description of Duties:

- 1) Clean guest rooms, lodge meeting rooms, kitchen, bathrooms and classrooms.
- 2) Clean outdoor camp facilities including yurts, cookout shelter, bathhouse.
- 3) Any other duties as assigned.

Job Responsibilities:

- Ensure that the facilities are clean and welcoming for guests including families, students, researchers and travelers.
- Coordinate with administrative assistant to identify which rooms and areas need cleaning to prepare for scheduled events and the arrival of guests.
- Attend occasional staff meetings and perform other functions of organization as requested.
- Work cooperatively with other staff to ensure efficient and effective operations.

Qualifications:

- Superior customer service skills and experience in a customer service environment.
- Ability to work effectively in a team setting.
- Commitment to SFI's mission.
- Good time management skills.
- Attention to details when cleaning.
- Ability to clean outdoor facilities under various weather conditions.
- Must be willing to undergo criminal background check.

Physical Requirements:

Must be willing and able to: perform tasks associated with cleaning including vacuuming, scrubbing and laundry; lift objects of up to 50 pounds.

Compensation:

\$10.75-12.00/hr, DOE, vacation, sick, holiday pay.

To apply, please email cover letter and resume to office@thesfi.org