

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Housekeeper**

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**EXEMPT: No**  
**TARGET SALARY: \$19,68/DOQ**  
**PROGRAM: Hobuck/Cape**  
**REPORTS TO: Lead Housekeeper**

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**JOB CODE: 4-TS T3**  
**SHIFT: 32 hr/week Flex**  
**LOCATION:**

**SUMMARY:** Under the direction of the Lead Housekeeper, the Housekeeper is responsible for ensuring the guest cabins are cleaned, and Hobuck/Cape is maintained to the highest presentation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Fills cart with supplies and transport cart to assigned area.

Enter quest cabins following procedures for gaining access and ensuring vacancy before entering.

Replace guest amenities and supplies in the rooms.

Replace dirty linens and towels with clean items.

Make beds, clean bathrooms, remove trash, dirty linens.

Check that all appliances are present and in working order.

Ensure all dishes washed, dried & put away properly.

Straighten up counter items, furniture, and appliances.

Dust and/or polish, and remove any marks from the wall and furniture.

Vacuum carpets and sweep and mop floors in all other areas.

Any items left in the cabins must be brought to the office and handled in accordance with the lost and found policy.

Bring dirty linens to the laundry room; wash, dry, fold and put away bedding, towels, bath mats.  
Replace batteries in television remotes as needed.

Attend all required trainings and staff meetings requested by Lead Housekeeper.

## **QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED).

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

### **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Must have excellent customer service.

Must have ability to operate equipment, i.e., vacuum cleaner, carpet cleaner, etc.

Must have the ability to meet deadlines, and ensure accuracy in completed work.

Must have excellent organizational skills.

Ability to function effectively under pressure of time and/or demands of several tasks at one time.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

### **HAZARDS**

Potential contact with dissatisfied or abusive customers.

### **SPECIAL WORK SCHEDULE:**

This is a full-time Flex position, it is not an 8:00 a.m. to 5:00 p.m. Monday - Thursday, it will work shifts, evenings and weekends, holidays as well as some weekday hours, Schedule to be determined by the Lead Housekeeper).

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Approved 01/20/15  
Revised 03/16/16  
Reclassified 03/28/16  
Revised 06/19/18  
Revised 10/08/21  
Revised 09/26/22

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg 7  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: January 15, 2025  
CLOSE: February 3, 2025**

**(PLEASE NOTE NEW EMAIL ADDRESS)**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.