

Housekeeper/Camp Cook

Private Ranch

Clear Fork Ranch

Location

Stamford and Albany, TX area

Job Category

Full-Time Position

Salary

TBD

Start Date

09/25/2020

Last Date to Apply

09/10/2020

Description

Position Overview: (Purpose of the Position)

- This position will reside at the Clear Fork Ranch North Headquarters and is approximately 15 miles East of Stamford, Texas. Responsible for all functions within the assigned area, with focus on the highest level of cleanliness and always maintaining the utmost confidentiality.

Key Areas of Responsibility: (Position Functions)

- Empty trash receptacles and dispose of waste at dumpsters
- Clean and sanitize toilets, showers, bath tubs, sinks and counter tops
- Clean and sanitize all kitchen areas
- Prepare and cook meals for groups of various sizes
- Change linens and remake beds properly
- Dust and polish furniture and fixtures
- Deep clean appliances and cooking equipment
- Vacuum and clean carpets and rugs
- Sweep, vacuum, and mop floors
- Do laundry and ironing
- Wash windows as needed
- Clean ceiling fans and light fixtures when necessary
- Ensure all areas are neat and tidy
- Keep all housekeeping equipment clean



Supervisory Responsibilities:

None

Job Requirements: (Knowledge and Skills Required)

- Ability to successfully perform the responsibilities of this position
- Must have a valid driver's license in good standing, the ability to be an approved driver for the company, and the ability to safely operate vehicles
- Must pass a drug screening and background check as per Clear Fork Ranch policies
- Ability to make menus, grocery lists, and knowledge of preparing meals
- Willingness to work late hours into the evenings especially during hunting season
- Ability to communicate effectively and comprehend oral instructions
- A reasonable level of fitness
- Punctual, reliable and trustworthy
- Planning and organizational skills
- Ability to manage time efficiently
- Ability to work both alone and in a team
- Awareness of health and safety procedures
- The ability to recognize and cope with problems and emergencies, and make effective decisions if immediate guidance isn't available
- Willingness to learn new methods of cleaning and how to operate a variety of equipment

Additional Requirements:

- Must be a team player willing to cooperate with others
- Must be able to accept corrective instruction from supervisor
- Must be willing to take on a variety of assignments as assigned by management on an as-needed basis within the department and, on occasion, other departments
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

Qualifications

High School Diploma or GED

College degree not required, but would be preferred

Contact Person

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