

Karme Choling Job Description

Position Title	Housekeeping
Department	Housekeeping
Reports to	Head of Housekeeping
Supervises	
General Summary of Function	Work with a dynamic staff on cleaning public spaces and housing. Help with cleaning of the entire Main House and Ashoka Bhavan, Karme Choling's off-site guest and staff housing.
Key Tasks and Responsibilities	<ul style="list-style-type: none">• Clean guest rooms, bathrooms and public spaces in a timely and planned manner• Train program participants to assist with basic cleaning• Maintain daily awareness of arrivals and departures• Work under the direction of the Head of Housekeeping in regards to planning and executing daily cleaning and deep cleaning projects• Cultivate a supportive and professional work environment for employees• Interact with guests and staff in a friendly and professional manner
Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Aspire to a high-level of excellence• Detail-oriented yet able to work in a timely manner• Prior cleaning experience desired• Punctual yet flexible with hours worked
Experience/ Education/ Certification Requirement	Drivers license