



HEADLANDS

COASTAL LODGE & SPA

HOUSEKEEPING TEAM

Headlands Coastal Lodge & Spa is a luxury retreat catering to adventure-seekers and the active Pacific NW lifestyle. Our carefully appointed 33-room hotel offers a breathtaking view of the ocean, Haystack Rock and Cape Kiwanda.

About the Lodge

The Headlands Lodge concept responds to a gap in the market for a luxury oceanfront experience that presents outdoor recreational opportunities for the next generation of travelers.

The resort, which showcases the active, outdoor culture of the carefree and authentic Pacific City lifestyle, is the inspiration of Jeff Schons and Mary Jones at the helm of the Nestucca Ridge Family of Companies. The new property joins a unique combination of beachfront cottages, vacation rentals, an inn and the award-winning Pelican Brewing Company—the only oceanfront brewpub on the Oregon Coast. The Nestucca Ridge Family of Companies is an organically grown collection of coastal businesses dedicated to memory-making beach vacations, meetings and ownership experiences.

Pacific City

Pacific City is off the beaten path on a relatively undiscovered stretch of the majestic Oregon Coast. Cape Kiwanda, in Pacific City, enjoys a storied connection to the ocean, local rivers, beachfront and majestic outdoor playground. Surfing, kayaking, hiking, photography, beach-combing and fishing are just some of the outdoor activities enjoyed in this beautiful beach town.

We are hiring for the following positions for our housekeeping team:

- Housekeeper
- Housekeeping Manager
- Houseperson
- Public Area Attendant

Housekeeper

The ideal candidate must:

- Be flexible and has to have to ability to change directions quickly in an ever-changing environment.
- Be willing to learn. We will provide the training you need to be successful in your position.
- Be punctual and reliable.

Tasks:

- Create a clean and safe environment for your guests to enjoy their vacation.
- Master details: Utilize checklists and your eye for details to ensure high quality cleaning services for guest rooms, houses, condos, and recreational areas.
- Work together as a team to ensure all booked rooms are available to guests to check-in on time.
- Follow all safety procedures and participate in safety training. We care for our employees and believe their safety is top priority.
- Greet guests with a smile and friendly 'hello'.
- Collaborate with your team across department and company lines to ensure we deliver an exceptional guest experience. Ensure that guest requests and information is captured and passed along to others.

Housekeeping Manager

Tasks:

- Perform the day-to-day tasks of the department manager in order to assist or in the absence of the Director.
- Supervises daily Housekeeping shift operations and ensures compliance with all housekeeping policies, standards and procedures.
- Understands the impact of department's operations on the overall financial goals and objectives.
- Responsible for opening Housekeeping for all properties.
- Responsible for assisting in the interviewing, hiring, and training of new staff.
- Responsible for monitoring inventory, ordering supplies, and preparing invoices as needed.
- Participates in scheduling employees to business demands and tracking employee time and attendance.

- Assist in reviewing daily time punches and ensuring their accuracy.
- Assists in all departments—Housekeeping, Houseperson, Public Area, and Laundry—as needed.

Houseperson

The Houseperson supports the housekeeping staff with a variety of duties.

Tasks:

- Prepares the room for cleaning for housekeeping staff.
- Quality control room after cleaning, replenishes guestroom amenities as necessary.
- Deliver and retrieve items on loan to guests e.g. iron and ironing boards.
- Respond to guest calls and requests in assigned hotel property.
- Responsible for following the standard operating procedures.
- Other duties assigned.

Public Area Attendant

The Public Area Attendant is responsible for all Public Areas in the Lodge: Lobby, Lounge, Restaurant, Banquet Spaces, Spa Lobby, and Public Restrooms.

Tasks:

- Maintain KHG standards in the presentation of the Public Areas, Restrooms and Banquet Spaces.
- Maintain safety standards at all times.
- Clean rooms after Housekeeping Team have left for the day.
- Provide turndown, upon request.
- Clean all surfaces, windows and floors.
- Remove garbage and sanitize trash cans.

Lifestyle and company benefits

We offer flexible schedules and full-time or part-time positions. Benefits for eligible positions include paid vacation, 401K retirement savings plan, medical, dental, vision, accident insurance, PTO plan, and company discounts. And, of course, all the amazing outdoor adventures the Central Oregon Coast has to offer.

TO APPLY

If you think you are eligible for this position, please submit a **resume** and **cover letter** to KristaT@kiwandahospitality.com. In the subject line, please include “Job Application:,” your name, and position you’re applying for (Ex: Job Application: John Smith for General Manager).

To see more job openings go to [HeadlandsLodge.com/Careers](https://www.headlandslodge.com/careers)