

Housekeeper:

- Healing Waters Lodge, fly fishing lodge, Twin Bridges, Montana
- Seasonal - April 1 through October 31
- Work Schedule may include weekends, holidays, morning and/or evening shifts
- Hourly wage based on experience plus share of tip pool
- Contact: Laura Geary, 406-459-5582

Job Responsibilities and Duties:

- Ensure Guest comfort, safety, and hospitality needs are addressed and met with a high standard of care and priority, reflective and in accordance of Lodge management.
- Responsible to ensure that all guest and public common areas are clean and welcoming to guests at all times and that housekeeping checklists are implemented and used as prescribed, and achieved in all areas of responsibility.
- Report maintenance faults to Management and follow up to ensure that the faults are rectified.
- Accountable that assigned tasks are completed in a timely manner and work is checked and completed before end of shift.
- Punctual, polite, courteous and helpful to guests and staff at all times.
- Ensures that housekeeping storage areas are stocked, organized, guest and work schedules are posted and up to date, room amenities are stocked, clean kit is organized, and lost/found items are documented.

Important Qualities:

- **Customer Service/Hospitality:** Ability to provide highest standard of customer service and hospitality to Lodge guests.
- **Experience:** Ability to perform at the highest possible level ensuring cleanliness, attention to detail, safety, operation and functionality are good.
- **Attention to Detail:** Must be detail-oriented to ensure that housekeeping is performed to the highest standard possible. Using checklists to inspect work performed.
- **Communications Skills:** Must be able to communicate verbally and in writing in a manner that promotes a high standard of service, cooperation, and productivity.
- **Time-Management Skills:** Efficiently and effectively plans and manages time and staff time. Ability to multi-task and take initiative.
- **Reliable:** Must be reliable in attendance and performance of job duties. The position is offered April 1 through October 31, the position is expected to be in strict adherence and performance as scheduled by management.
- **Physical Requirements:** Must be able to lift, carry, walk up and down stairs, walk quickly, bend, climb/stand on ladders, stretch, perform large arm movements, carrying laundry baskets full of sheets and towels, washing windows, scrubbing showers/tubs, changing sheets, vacuuming, mopping floors, dusting, changing light bulbs, hanging curtains, etc.

Language Skills:

- Ability to read, analyze, and interpret general business and professional publications, technical procedures, manuals, or statutory regulations.
- Ability to read and write instructions, business correspondence.
- Ability to effectively present and communicate information and respond to questions from guests, management, staff, and suppliers.

Computer Skills:

- Access and working knowledge of various computer applications and programs such as email, Google, Excel and Word.

Education, Experience, and Certifications:

- Experience in hospitality, housekeeping, organizational skills
- Experience operating washing machines, dryers, vacuums; appropriate cleaning products and use of; ironing, folding, stain removal, etc.

- **Employees must have their own reliable transportation.**

- **Employees must have reliable messaging, via telephone, smartphone or email capability.**

- **Employees must have their own lodging/accommodations off the property of Healing Waters Lodge.**

Server – Wait Staff:

- Healing Waters Lodge, fly fishing lodge, Twin Bridges, Montana
- Seasonal - April 1 through October 31
- Work Schedule may include weekends, holidays, morning and/or evening shifts
- Hourly wage based on experience plus share of tip pool
- Contact: Laura Geary, 406-459-5582

Job Responsibilities and Duties:

- Attends to guests supplying them with food and drink as requested; provides breakfast, appetizers, and dinner service.
- Ensure Guest comfort, safety, and hospitality needs are addressed and met with a high standard of care and priority, reflective and in accordance of Lodge management.
- Responsible to ensure that all guest and public common areas are clean and welcoming to guests at all times
- Responsible for following housekeeping checklists and used as prescribed, and achieved in all areas of responsibility.
- Assists Chefs and other kitchen staff with meal preparation, plating, kitchen and dining room clean-up, dishwashing, food storage.
- Prepares dining room for meal service, cleans, and organizes all items used, vacuums, dusts, washes windows, changes light bulbs, etc.
- Accountable that assigned tasks are completed in a timely manner and work is checked and completed before end of shift.
- Report maintenance faults to Management and follow up to ensure that the faults are rectified.
- Punctual, polite, courteous and helpful to guests and staff at all times.

Important Qualities:

- **Food Handling and Food Service Experience:** Experience working in a professional kitchen and/or serving customers in a professional capacity is preferred; management may be willing to train.
- **Appearance:** Neat, clean and tidy appearance includes personal grooming, clothes, and shoes. Absolutely NO heavy perfumes or tobacco smell.
- **Customer Service/Hospitality:** Ability to provide highest standard of customer service and hospitality to Lodge guests.
- **Experience:** Ability to perform at the highest possible level ensuring cleanliness, attention to detail, safety, operation and functionality are good.
- **Attention to Detail:** Must be detail-oriented to ensure that meal service is performed to the highest standard possible.
- **Communications Skills:** Must be able to communicate verbally and in writing in a manner that promotes a high standard of service, cooperation, and productivity.
- **Time-Management Skills:** Efficiently and effectively plans and manages time and staff time. Ability to multi-task and take initiative.

- **Reliable:** Must be reliable in attendance and performance of job duties. The position is offered April 1 through October 31, the position is expected to be in strict adherence and performance as scheduled by management.
- **Physical Requirements:** Must be able to wash and dry dishes, use a professional grade dishwasher, lift, carry, walk quickly, bend, stretch, perform large arm movements, washing windows, vacuuming, mopping floors, dusting, changing light bulbs, etc.

Language Skills:

- Ability to read, analyze, and interpret general business and professional publications, technical procedures, manuals, or statutory regulations.
- Ability to read and write instructions, business correspondence.
- Ability to effectively present and communicate information and respond to questions from guests, management, staff, and suppliers.

Computer Skills:

- Access and working knowledge of various computer applications and programs such as email, Google, Excel and Word.

Education, Experience, and Certifications:

- Experience in hospitality, housekeeping, organizational skills
- Experience operating washing machines, dryers, vacuums; appropriate cleaning products and use of; ironing, folding, stain removal, etc.
- **Montana Alcohol Server Training Certification if 18 years of age or older.**
- **Employees must have their own reliable transportation.**
- **Employees must have reliable messaging, via telephone, smartphone or email capability.**
- **Employees must have their own lodging/accommodations off the property of Healing Waters Lodge.**