

**TRAVERSE CITY GOLF & COUNTRY CLUB**  
**1725 S Union St, Traverse City, MI 49684**  
**(231) 947-9140**

**Position Description – Lead Housekeeper**

<b>Company Name:</b>	<b>Location:</b>
Traverse City Golf & Country Club	Traverse City, MI
<b>Position Title:</b>	<b>Position Reports To:</b>
Lead Housekeeper	Facility Manager
<b>Positions Supervised:</b>	<b>Exemption Status:</b>
N/A	Exempt

<b>Position Purpose:</b>		
To provide an incredibly clean and welcoming environment for members & guests.		
<b>Activities:*</b> (1 = High priority, 5 = Lower priority)	<b>Competencies:</b>	<b>% of Time:**</b>
(1) Cleaning Locker rooms and restrooms.	Dependability, Attention to Detail Accountability	35% - 40%
(2) Detail cleaning of the Clubhouse	Initiative, Excellent work Ethic, Interpersonal skills	35% - 40%
(3) Assist in preventive maintenance/cleaning projects.	Team oriented, resourceful	10% - 15%
(4) Assist in planning & set up/take down for events.	Reliable, willingness to exceed expectations.	5% - 10%
(5) Tracking supplies, Improving operations.	Ability/desire to improve, complete tasks efficiently.	5% - 10%
<b>Total:</b>		<b>90% to 115%</b>
<b>Tasks to support position activities:</b> Cleaning Locker/restrooms: Cleaning sinks/fixtures/showers/stalls. Cleaning dining areas: Furniture, carpet, glass, woodwork. Detail cleaning of all areas of the clubhouse, kitchen excluded.		