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## Summary

TC&B is in search for a hospitality professional to maintain 3 short-term rental cabins through-out the year. Located in Hilham, Tn, approximately 30 minutes from Livingston, Celina, or Gainesboro. The goal is to create a clean and orderly environment for our guests which is a ***critical factor*** in maintaining and strengthening our reputation. This is a part-time position.

## Responsibilities

- Perform a variety of cleaning activities such as sweeping, mopping, dusting, vacuuming. Etc
- Ensure all rooms are cared for and inspected according to management standards
- Notify management on any damages, deficits, and disturbances within cabins
- Maintain stock of all consumables and replace when appropriate
- Dust and polish furniture
- Dispose of trash in a sanitary manner, empty and clean trash containers when needed
- Clean wash basins, mirrors, tubs, and showers
- Clean glass exterior doors where applicable
- Make up beds and change linens as required
- Tidy up rooms and ensure all is order as defined by management
- Drain, clean, and fill hot tub
- Wash, clean, dry, and put away any dishes left by guests
- Sweep porches and tidy-up
- Check all appliances in rooms are in working order
- Realign furniture and amenities according to prescribed layout
- Report any maintenance issues or safety hazards observed and report damage to management
- ***Perform monthly "deep clean" routines***
- Anticipating potential guest issues and addressing them in advance whenever possible
- Ability to stand for long periods of time with continual bending, reaching, lifting, stooping, sitting, and repetitive motion
- Ability to maintain a professional appearance and interact positively with guests
- Ability to work with common cleaning supplies (Supplied by TC&B)
- Ability to lift 25 pounds

## Key Competencies

- ***Strong attention to detail and "cleanliness" of cabin is absolute must***
- Planning, organizing and high energy level
- Reliability, integrity & honesty
- Self-motivated and can operate independently and without supervision
- Availability (days, weekends, holidays). Sundays & Mondays are a must.
- Have access to a vehicle & valid driver's license

## Compensation

\$30 per cabin clean. Cabin Cleans / “flips” consume approximately 1 to 1.5 hours per flip. The frequency of flips is based on guest demand.

If possible, we try to consolidate our cabin flips to a particular day, i.e., minimize travel time to the cabin-cleaner and to flip as many cabins as possible on one housekeeping trip.

TC&B supplies all cleaning materials and golf cart to travel between cabins.

## Scheduling

How does it work?

Due to the nature of the business, a set schedule is impossible due to guest bookings being a variable. TC&B requires a two-night minimum stay to help stabilize/manage housekeeping. We have found looking at a 3-week advance guest booking schedule is the most reliable when you consider cancellations, reschedules...etc. Using this as our baseline, the cabin-cleaner chooses which flips are possible for them to work with their schedule. This is one reason we pay per cabin clean instead of scheduling set number of hours per week.

## How to Apply

I strongly recommend that you only apply if you have great passion for cleanliness and attention to detail. Our cabins start with cleanliness. If the cabin is not over the top with cleanliness, then all of our other offerings are greatly diminished in value.

Send resume/applicant info to [steve@talleycabins.com](mailto:steve@talleycabins.com).

I will process all applicants starting 01Apr2022.

## What to expect if we select each other

1. A training date for each cabin will be identified (1 per cabin)
2. Your training session will be provided by an existing housekeeper
3. Your training sessions will be a ½ pay.
4. You will have a total of three sessions, ie., one per cabin flip.