

## SEASONAL PART-TIME HOUSEKEEPER / BREAKFAST COOK

**Position Responsibilities.** The Amerind Foundation is seeking an individual as a seasonal part-time Housekeeper/Breakfast Cook at the Amerind Museum in Dragoon, Arizona. This is a seasonal part-time position. The Housekeeper/Breakfast Cook maintains clean, sanitary, safe, and attractive buildings and grounds for visitors and staff associated with Amerind events and facility rentals. Housekeeping duties include, but are not limited to, sweeping, mopping and using vacuum cleaners; laundry, washing or dusting walls, windows, woodwork and fixtures; cleaning bathrooms; emptying trash receptacles; moving furnishings; dusting, straightening up during events, and other duties. Outdoor work includes, but is not limited to, sweeping and cleaning patio furniture, greeting guests and helping with luggage, and other duties. Kitchen assistance duties include prepping food, cooking, setting tables, presenting and cleaning-up for breakfast, prepping for lunch on some days, helping with lunch clean-up and dinner prep, set-up, and clean-up on other days. Kitchen assistance duties also include setting up coffee service and snacks in the library, which entails carrying items back and forth, going up and down stairs between the library and kitchen. Additional hours may be available assisting in the museum and art gallery as needed.

Employee will perform related duties as assigned. Applicants should be able to stand, bend, sit, kneel, lift, reach and move about quickly, pick-up, manipulate, move, raise and lower heavy materials (up to 45 pounds), equipment, and supplies. Employee must exercise some independent judgment in completing assigned tasks. Employee reports to the Guest Services Manager.

**Experience and Education:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Applicant must have good people skills and a professional appearance.

**License or Certificate:** Possession of a valid Arizona's driver's license. Employee must have reliable transportation. Criminal background check required.

**Application.** Please contact Amerind to complete a job application by emailing [amerind@amerind.org](mailto:amerind@amerind.org), visiting Amerind office 8-5 pm, M-F, or calling (520) 586-3666. Review of applications begins April 18, 2021 until filled. Hiring is anticipated when a qualified applicant is hired. Amerind is an equal opportunity employer.

This position is seasonal part-time. Amerind's busiest times are between September – November and January – May.