



**Lions Tigers & Bears**  
24402 Martin Way Alpine, CA 91901  
P: (619) 659-8078 F: (619) 659-8841  
www.LionsTigersAndBears.org  
Tax ID # 33-0938499

## Housekeeping/Hospitality Attendant

- Detailed cleaning and organizing of rental retreat, garage, offices, washrooms, gift shop, feed room, surgery rooms and more.
- Involves moving equipment and furniture, sweeping, mopping, vacuuming, dusting, laundry, windows, outdoor kitchen areas, and other areas as assigned.
- Collects and disposes of trash and garbage in offices (replaces trash bags), pavilion and other areas as requested.
- Cleaning and organizing inside cabinets, drawers, sheds, etc. - Inventory control of goods.
- Organization and inventory control of goods and chemicals in Sea Crates, Adobe building and other areas as requested.
- Maintain all MSDS sheets on the property
- Set up and maintain needed supplies for daily visit stations and special events.
- Will be working in both an indoor and outdoor environment with varying weather.
- Job duties and hours can change and may include early mornings, late nights, weekends and holidays.
- Must be hardworking, attentive to detail, be able to follow directions closely and have a can-do attitude
- Maintain confidentiality of proprietary information of the organization
- Perform all other duties as assigned
- Working with Director of Event & Marketing, assist with special event site setup, cleaning and stocking/preparing White Oak for overnight guests, greet and check-in White Oak Guests, assist with other outside events scheduled in the event venue as assigned.

### **Qualifications:**

Must possess excellent communication skills and the ability to follow directions in both the written and oral form. Prior cleaning and organizational experience is preferred.

### **Working conditions and physical requirements:**

The ability to lift up to 60 pounds, the ability to bend, stoop, kneel, crawl and walk on uneven terrain, ability to work in inclement weather conditions including extreme heat and cold depending on the season, ability to understand hazards and risks and apply proper safety precautions for a safe working environment.

### ***Job duties and hours can change and may include early mornings, late nights, weekends and holidays***

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*