



# Housekeeper

## Job Description

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Housekeeper. 4 temporary, full-time positions. 4/1/26 to 10/31/26. Highbrook INC DBA Highbrook Motel located 94 Eden Street Bar Harbor, Maine 04609.

**Daily Tasks:** The role involves a mix of cleaning, restocking, preparing continental breakfast orders, and basic front desk duties.

**Cleaning Duties:** Remove used linens and trash from guest rooms, replenish linens, make beds, clean bathrooms and bedrooms, dust, mop vacuum, wash windows, and deodorize rooms. All cleaning tasks must be completed using approved products and procedures. Transport linens, towels, toiletries, and cleaning supplies by hand, on a housekeeping cart, or via a golf cart as needed. Deliver fresh towels and supplies to guest rooms upon request. Additional cleaning tasks include collecting used laundry, stocking supply closets and housekeeping carts, washing and drying cleaning rags, emptying trash bins, and maintaining outdoor areas such as porches, walkways, and furniture. Clean and restock public and staff areas. Perform pre and post season deep cleaning. The employee will clean easily accessible filters from air conditioners and dehumidifiers located inside of guest rooms. This process simply involves sliding the filter out of the unit, gently vacuuming or rinsing the filter, and placing it back in the unit. This is part of our standard room cleaning procedure. This utilizes standard room cleaning equipment such as the same vacuum used on guest room floors.

**Breakfast Duties:** Organize, prepare, and deliver take-out style continental breakfast orders to guest rooms. This includes baking and packaging items, cleaning and sanitizing the kitchen, and restocking or prepping food and supplies for the next day. Baking tasks simply involve heating frozen items. Frozen items are taken directly from a freezer, placed evenly on a baking pan, and placed inside a preheated oven for a set amount of time. When the item is fully heated, it is removed from the oven. Breakfast items include a variety of hot and cold options that require heating, wrapping, or packaging according to established procedures. Orders are delivered outside guest rooms at the specified time, with some deliveries involving the use of a golf cart.

Front Desk Duties: Employees will assist with basic front desk tasks such as answering guest inquiries, providing directions, performing check-in and check-out procedures, and responding to text messages, emails, and phone calls. Additional front desk responsibilities include restocking supplies, emptying trash cans, and cleaning the lobby area. Staff must secure the front desk at the end of the shift by locking public area doors, securing phones and computers, and ensuring all outdoor lights are on.

40 hours per week. 8-hour workday. 6:30am-3:00pm or 8:30am-5pm with 30 minute unpaid break, 5 days per week, days of the week can vary based on workload. OT hours possible, Saturdays and Sundays required.

No minimum education required. 3 months housekeeping experience is required. Must clearly speak and read English. Able to drive a golf cart if necessary. The employee will not supervise other workers. Travel will not be required. Work will be performed in the following counties: Hancock County.

Wage: \$19.97/hr. OT Wage: \$29.96/hr. Workers paid weekly. Optional board/lodging available at a cost to be deducted from pay if elected at a cost of \$100 per week, plus \$200 Refundable Security Deposit and \$75 Cleaning Fee.

On the job training provided. Raises and/or bonuses may be offered to any worker in the specified occupation, at the company's sole discretion, based on individual factors including work performance, skill and tenure. Single workweek will be used to compute wages due. All deductions from the worker's paycheck required by law will be made. If the worker completes 50% of the work contract period, the employer will reimburse the worker for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for workers' reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence provided at a rate of at least \$16.28/day during travel to a maximum of \$68/day with receipts/documentation of actual expenses. H2B Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees). Employer will provide workers at no charge all tools, supplies, and equipment required to perform the job, and guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12 week period of total employment period. Please inquire about the job opportunity or send resumes directly to the nearest State Workforce agency located at Tri-County Career Center Comprehensive Center 45 Oak Street Suite 3 Bangor, ME 04401-6666, or the job service office nearest you, or email [adam@highbrookmotel.com](mailto:adam@highbrookmotel.com).

## Job Overview

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### Job Type

Full Time

### Permanent/Temporary

See Job Description

### Internship

No

### Shift(s)

Day Shift

### Other Shifts

8-hour workday

6:30am-3:00pm or 8:30am-5pm with 30 minute unpaid break, 5 days per week, days of the week can vary based on workload.

OT hours possible, Saturdays and Sundays required.

### Average Hours Per Week

40

### Overtime

Available

### Affirmative Action Job

No

### Green Job

No

### H-1B, H-2A, or H-2B Recruiting

H-2B Recruitment

### Is there a formal program for training new employees?

Yes

### Apprenticeship

No

### Remote Available

No

### Travel Required

No

### Is driving an essential function of this job?

No

### Is accessible by public transportation?

Yes

## Pay Type and Salary

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### Wage Range

Wage: \$19.97 dollars per hour

### Additional Wage Information

Wage:\$19.97/hour OT Wage:\$29.96/hour

## Additional Information

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### Other Benefits

Optional board/lodging available at a cost to be deducted from pay if elected at a cost of \$100 per week, plus \$200 Refundable Security Deposit and \$75 Cleaning Fee.Â

## Job Location

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### Highbrook Motel

94 Eden Street, Bar Harbor, Maine 04609, United States

The Highbrook Motel is a family owned and operated business that has built a solid reputation for outstanding consistency and guest satisfaction for over 35 years. We are constantly ranked at the top of our field year in, and year out. This hard-earned reputation affords us the benefit of being one of the busiest lodging properties in Bar Harbor, Maine.

## Contact Information

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### Adam Bowden , General Manager

94 Eden Street, Bar Harbor, Maine 04609

(207) 266-6120

[adam@highbrookmotel.com](mailto:adam@highbrookmotel.com)