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Head Housekeeper – Best Western Pendleton

Best Western Pendleton
Eternal Hotels LLC

Employment Type
Full-time

Beginning of employment
Open Until Filled

Duration of employment
Year Round

Industry
Hospitality

Job Location
400 SE Nye Avenue, 97801, Pendleton, OR, USA

Working Hours
40 hours including regular weekend work is required, subject to reasonable accommodation as required by law.

Hourly Pay Range
$ 17.00 - $ 17.50

Date posted
August 18, 2026

Valid through
01.01.2027

Description

We're growing, and we'd love for you to be part of it! Best Western Pendleton is looking for a head housekeeper to join our team. If you're dependable, friendly, and ready to be part of a supportive workplace, we want to hear from you.

Summary/Objective

The head housekeeper manages the performance of housekeeping staff and ensures that the facility is clean and sanitized for all.

Responsibilities

Essential Functions

Reasonable accommodations will be provided to enable qualified individuals with disabilities to perform the essential functions, unless doing so would cause undue hardship.

- Ensures all operational and safety procedures are properly followed.
- Establishes the schedule and plans daily work assignments.
- Trains and coaches employees in laundry, housekeeping and dry cleaning.
- Manages customer housekeeping problems.
- Inspects and approves staff work performance.
- Demonstrates leadership and training to staff.
- Communicates effectively with staff.
- Meets goals of production.
- Develops and trains staff on policy.
- Orders cleaning materials and maintains budget.

Competencies

1. Communication Proficiency.
2. Leadership Skills.
3. Teamwork Orientation.

Work Environment

While performing the duties of this job, the employee usually works inside the hotel supervising and cleaning rooms when necessary. In some cases, may be outdoors when walking from room to room. The employee is regularly exposed to contaminants and diseases or infections and works with cleaning chemicals and clean soiled items. The employee may work physically near other housekeepers, such as when cleaning the same hotel room.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
The employee is occasionally required to sit, climb, balance, stoop, kneel, or crouch. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Ability to visually inspect rooms for cleanliness, with or

without reasonable accommodation.

Qualifications

Required Education and Experience

- High school diploma or GED diploma or equivalent experience.

Job Benefits

- Sick Pay as required by Oregon law.
- Access to OregonSaves, a state-facilitated retirement savings program (no employer contribution).

Contacts

Additional Information

Applicant information is handled according to applicable law and limited to those with a business need.

An Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so would cause undue hardship. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at (509) 544-3908 or via email at hrredlion@eternalhotels.com.