



Doyon Family of Companies Career Pathways that Lead to Careers in . . .

HOUSEKEEPING

	High School Preparation	Skill Sets	Education	Vocational Training	Certificates	Related Experience	Other Requirements	Future Opportunities
Housekeeper	<ul style="list-style-type: none"> •General High School Curriculum •Home Maintenance •Institutional Maintenance •Physical Education 	<ul style="list-style-type: none"> •Good communication and interpersonal skills •Strong client/customer service skills •Follow oral and written instructions •Prioritize •Effectively work independently and as part of a team 	<ul style="list-style-type: none"> •High school diploma or equivalent 			<ul style="list-style-type: none"> •Prior experience in housekeeping (preferred) •Previous remote site experience (preferred) 	<ul style="list-style-type: none"> •Pass a drug test •Pass a background check •Pass physical requirements •Provide a resume 	<ul style="list-style-type: none"> •Advance to Clerk/ Housekeeper or Lead Housekeeper


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Clerk/ Housekeeper	<ul style="list-style-type: none"> •General High School Curriculum •Home Maintenance •Institutional Maintenance •Computer Applications •Accounting •Office Machines •Physical Education 	<ul style="list-style-type: none"> •Excellent communication and interpersonal skills (including training individuals) •Strong client/employee relations skills •Strong organizational and supervisory skills •Analyze and problem solve •Follow oral and written instructions •Conflict resolution •Effectively work independently and as part of a team 	<ul style="list-style-type: none"> •High School Diploma or GED 			<ul style="list-style-type: none"> •Two years previous experience in housekeeping at a remote site 	<ul style="list-style-type: none"> •Pass a proficiency test for Microsoft Word, Excel, and Outlook programs •Pass a drug test •Pass a background check •Pass physical requirements •Provide a resume 	<ul style="list-style-type: none"> •Advance to Lead Housekeeper or Head Housekeeper


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<p>Lead Housekeeper</p>	<ul style="list-style-type: none"> •General High School Curriculum •Home Maintenance •Institutional Maintenance •Computer Applications •Physical Education 	<ul style="list-style-type: none"> •Excellent communication and interpersonal skills (including training individuals) •Strong client/employee relations skills •Strong organizational and supervisory skills •Analyze and problem solve •Follow oral and written instructions •Conflict resolution •Effectively work independently and as part of a team 	<ul style="list-style-type: none"> •High School Diploma or GED 			<ul style="list-style-type: none"> •Prior supervisory experience •Two years previous experience in housekeeping at a remote site 	<ul style="list-style-type: none"> •Pass a proficiency test for Microsoft Word, Excel, and Outlook programs •Pass a drug test •Pass a background check •Pass physical requirements •Provide a resume 	<ul style="list-style-type: none"> •Advance to Head Housekeeper

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<p>Head Housekeeper</p>	<ul style="list-style-type: none"> •General High School Curriculum •Home Maintenance •Institutional Maintenance •Building Maintenance •Physical Education •Computer Applications 	<ul style="list-style-type: none"> •Effectively work independently and as part of a team •Strong client/employee relations skills •Strong leadership skills •Excellent computer skills (Microsoft Office Professional Suite and learn customized software programs) •Excellent oral and written communication skills •Strong organizational and supervisory skills 	<ul style="list-style-type: none"> •High school diploma or equivalent 	<ul style="list-style-type: none"> •B.E.A.R. Observer trained within 90 days of hire 	<ul style="list-style-type: none"> •North Slope Training Cooperative (NSTC) card; obtain within 90 days of hire 	<ul style="list-style-type: none"> •Five years remote site camp experience •Two years supervisory experience in remote site camp or the equivalent (Motel, Hotel, or Customer Service related field) •Valid Alaska drivers license with a clean driving record 	<ul style="list-style-type: none"> •Pass a drug test •Pass a background check •Pass physical requirements •Provide a resume 	<ul style="list-style-type: none"> •Advance to Camp Manager