



Housekeeper

For more than 131 years and four generations, J.C. Newman Cigar Co. has handcrafted the world's finest cigars in the heart of Tampa's historic Ybor City. Our factory, El Reloj, is the last operating hand-rolled cigar factory in the United States—a living landmark where more than 25,000 guests from around the world visit each year to experience Tampa's cigar heritage.

In late 2026, we will open three new hospitality experiences inside a beautifully restored 1910 building across the street from El Reloj: **Elaine's**, a classic American restaurant with continental and local influences serving breakfast, lunch, and dinner; **Stanford's Cigar Club**, a premium cigar lounge built around an exclusive barrel-aged spirits and reserve red wine program; and **The Inn at El Reloj**, eleven beautifully appointed guest rooms upstairs from Elaine's. Together with our private events programming on both sides of the street, they form the El Reloj District, a hospitality destination unlike anything else in Tampa.

We are seeking a dependable and detail-oriented Housekeeper to help maintain a clean, welcoming, and guest-ready environment. This role is ideal for someone who takes pride in their work, values consistency, and understands that cleanliness directly impacts the guest experience.

Why You Will Love This Role

- Be part of a historic Tampa landmark known for hospitality and heritage
- Join a team that values consistency, teamwork, and service excellence
- Play a direct role in delivering a high-quality guest experience

Who You Are

You are reliable, efficient, and take pride in delivering a clean and comfortable space for every guest. You understand that attention to detail and consistency matter, and you work well both independently and as part of a team.

You likely bring:

- High School diploma preferred
- Previous housekeeping experience or equivalent training
- Ability to understand and communicate in English
- Strong time management skills
- A positive attitude and commitment to guest satisfaction

What You Will Do

As a Housekeeping Attendant, your top priority is ensuring guest rooms and public areas meet established cleanliness and presentation standards. You play a key role in supporting guest satisfaction and maintaining a safe, organized environment across the property



You will:

- Greet guests with a warm and friendly attitude during interactions
- Clean guest rooms according to established standards within the allotted time frame
- Sweep, mop, scrub, and vacuum floors; clean and maintain public spaces, including lobbies, hallways, restrooms, elevators, and common areas
- Change bed linens and replace towels and guest amenities; lift and carry linens as needed
- Clean and polish furniture and fixtures; dust furniture, walls, and equipment
- Bend, kneel, twist, reach, and lift mattresses as needed to clean tubs, toilets, floors, areas under furniture, and make beds
- Use gripping force to remove bed linens, pick up terry, and grasp cleaning towels
- Handle a variety of chemicals and cleaning products; squeeze spray atomizers and wear gloves and protective equipment as required
- Push heavy carts and vacuums throughout guest rooms and public areas
- Ensure public areas remain clean, stocked, and guest-ready throughout the day
- Notify managers of needed repairs or maintenance concerns and process items left behind according to the lost and found policy
- Practice safe work habits, follow OSHA standards, and contribute to departmental improvement efforts and guest satisfaction

Physical Requirements & Work Environment

- Ability to stand and walk for extended periods
- Ability to lift, push, pull, and carry up to 40 pounds
- Frequent bending, reaching, and repetitive cleaning tasks
- Fast-paced hospitality environment with varying daily demands
- Schedule flexibility based on business needs

Benefits That Support You

We offer a competitive benefits package including medical, vision, and dental coverage, a 401(k) savings plan with company match, company-paid life and short-term disability insurance, company-sponsored long-term disability, paid time off, and more.

Ready to Join Us?

If you're passionate about hospitality, take pride in creating exceptional guest experiences, and are excited to be part of a growing team, we'd love to hear from you. Please submit your resume and a brief note sharing your experience and why you're interested in joining the J.C. Newman team to hr@jcnewman.com or apply online at www.jcnewman.com/careers.

J.C. Newman Hospitality Co. is proud to be an Equal Opportunity Employer. We are a drug-free workplace and conduct pre-employment drug screening.