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**Title:** Housekeeper

**Reports To:** Housekeeping Manager

**JOB OVERVIEW:**

Performing a variety of cleaning activities such as sweeping, mopping, dusting and polishing and ensuring all rooms are cared for and inspected according to standards. Cleaning and maintaining each room to make sure that it meets any housekeeping sanitation requirements and providing a comfortable space for guests.

**Essential Duties and Responsibilities:**

**Common Area Duties:**

- Performs detailed cleaning for each guest room and/or public space
- Completes inventory of room contents. Provides information on any missing items to the General Manager
- Clean building floors and walls by sweeping, mopping, scrubbing, or vacuuming
- Change bedding and make beds as directed
- Replenish supplies such as drinking glasses, linens, and bathroom items
- Gather and empty trash
- Clean and polish furniture and fixtures
- Clean windows, glass partitions, and mirrors using appropriate cleaning supplies
- Dust furniture, walls, machines, and equipment
- Move and arrange furniture
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors, fixtures, guests, or yourself
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Notify supervisor concerning the need for repairs
- Set up, arrange, and remove decorations, tables, chairs, and linen to prepare facilities for events such as banquets and meetings
- Remove debris from driveways and all public areas inside or out
- Replace light bulbs
- Sort linen and other articles, load washing machines, and iron and fold dried items
- Sort, count, and mark clean linens, and store them in linen closets
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts or by hand as needed
- Ensure extra supplies are at the front desk before leaving for shift
- Ensure carts, storage closets, laundry, etc are always picked up and clean
- Observe precautions required to protect guest property, and report damage, theft, and found articles to supervisors
- Any other tasks asked of you by your supervisor/manager
- Follow preventative measure for pest control

**Guest Room Duties:**

- Performs detailed cleaning for each guest room and/or public space
- Completes inventory of room contents. Provides information on any missing items to the manager
- Change bedding and make beds as directed
- Replenish supplies such as drinking glasses, linens, and bathroom items
- Gather and empty trash
- Clean and polish furniture and fixtures
- Clean windows, glass partitions, and mirrors using appropriate cleaning supplies
- Dust furniture, walls, machines, and equipment
- Move and arrange furniture
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors, fixtures, guests, or yourself
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Notify supervisor concerning the need for repairs
- Replace light bulbs
- Sort linen and other articles, load washing machines, and iron and fold dried items
- Sort, count, and mark clean linens, and store them in linen closets
- Deliver any items requested by guests
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts or by hand as needed
- Ensure extra supplies are at the front desk before leaving for shift
- Ensure carts, storage closets, laundry, etc are always picked up and clean
- Observe precautions required to protect guest property, and report damage, theft, and found articles to supervisors
- Any other tasks asked of you by your supervisor/manager
- Ensure all lost and found is turned in and reported with a room number and date
- Follow preventative measure for pest control
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**Knowledge and Experience**

- high school diploma or equivalent preferred
- knowledge of cleaning and sanitation products, techniques and methods
- knowledge of cleaning sensitive materials
- working knowledge of operating cleaning equipment
- physical stamina and mobility including ability to reach, kneel and bend
- ability to lift, push and pull required load (usually about 30lbs)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_