

Housekeeper

Summary

The Housekeeper will take direction from Cleaning Manager and/or assigned lead person. He/she will perform all aspects of general housekeeping duties, guest room preparation and cleaning duties.

Essential Functions

- Able to read English
- Able to properly clean guest rooms daily upon completed training
- Willing to pray in each room
- Respond to all guests immediately and appropriately
- Keep supply cart neat and organized at all times
- Check all equipment prior to and after its use to ensure good working condition
- Clean guest rooms according process handout
- Change room linens and put in laundry bins
- Any other duties cleaning management requires

Knowledge, Skills and Abilities

- Familiarity with all chemicals, MSDS sheets, procedures on customer care and a willingness to be trained in rooms
- Familiar with Process Documents
- Cross-train in Custodial

Working Conditions

- Must be able to lift up to 20 pounds
- Must be able to bend and stretch to complete tasks assigned
- Must be able to stand for long periods of time
- Must be able to work weekends, holidays and conferences

Minimum Qualifications

- High School diploma or G.E.D. desired
- Must be able to follow directions
- Must be a team player

Success Factors

- Promptness to work, maintaining a positive attitude, ready to work
- Able to interact with others in an appropriate manner
- Cheerful attitude toward customers and other employees
- Strong work ethic