

I. Position

Housekeeper* (13.8)

II. Related Titles

Room Attendant

III. Essential Functions

Clean all guestrooms

IV. Additional Responsibilities

1. Stocks room attendant's cart
2. Stocks hand caddy
3. Strips and remakes beds with fresh linen
4. Empties wastebaskets and ashtrays
5. Cleans guestrooms
6. Wipes all window sills, walls and light switches
7. Vacuums
8. Dusts all furniture and fixtures
9. Checks lamps for burned out light bulbs
10. Puts membership packet, comment card and room service menu on desk; makes sure all phone books are in top desk drawer
11. Checks drapes for missing hooks
12. Wipes mirrors and windows
13. Checks heating/air conditioning unit for proper operation
14. Changes mattress pads and blankets if needed
15. Restocks all stationary
16. Cleans and sanitizes toilets
17. Washes tiles, tub, shower walls and fixtures
18. Wipes shower curtain
19. Cleans sink and fixtures
20. Cleans walls, baseboards and floor
21. Restocks towels, wash cloths, soap, glasses and other supplies and amenities
22. Reports when guestrooms are clean and ready for sale
23. Vacuums guestroom hallways
24. Washes, dries and folds laundry
25. Stocks storage rooms

V. Reports to

Executive Housekeeper or Front Office Director

VI. Supervises

No supervisory duties are included in this position