# **Housekeeper Job Description**

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## **Job Brief**

The Housekeeper role in our hospitality team involves maintaining cleanliness and order in various areas, ensuring a pleasant and comfortable environment for guests or clients. A Housekeeper must be detail-oriented, have strong time management skills, and demonstrate a commitment to quality service.

## **What Does a Housekeeper Do?**

A Housekeeper is responsible for cleaning and maintaining rooms, public spaces, and other areas within a building or facility. This role plays a crucial part in creating a welcoming and comfortable atmosphere, ensuring that areas are tidy and meet cleanliness standards.

## **Responsibilities**

* Clean and sanitize guest rooms, bathrooms, kitchens, and common areas.
* Dust, vacuum, sweep, mop, and polish floors and surfaces.
* Change bed linens and make beds according to the required standards.
* Replenish supplies such as toiletries, towels, and cleaning products.
* Dispose of waste and replace trash liners.
* Report any maintenance or repair issues to the appropriate department.
* Ensure safety and security protocols are followed while cleaning and entering rooms.
* Assist with laundry and ironing tasks as needed.
* Adhere to health and safety regulations during cleaning tasks.

## **Requirements and Skills**

* Proven experience as a Housekeeper, maid, or similar role in a hotel or residential setting.
* Knowledge of cleaning equipment and techniques.
* Strong organizational and time management skills.
* Ability to work independently and as part of a team.
* Good communication skills.
* Reliability and a strong work ethic.
* Physical stamina and the ability to lift and carry heavy items.

## **Education, Experience, and Licensing Requirements**

* High school diploma or equivalent.
* Previous experience in housekeeping or custodial roles is preferred but not required.
* Training in occupational safety, sanitation, or chemical handling may be advantageous.