

Job Description

Title: Housekeeping Attendant for Cabins

Reports to: Housekeeping Manager

Summary of Position:

We are looking for a thorough housekeeper with excellent cleanliness standards to attend to all areas of our facilities

The goal is to enhance customer experience by keeping our facilities in clean and orderly condition.

Duties & Responsibilities:

- Remove all linens from beds and sofa beds
- Clean and tidy all areas to the standard cleanliness within time limits
- Clean bathrooms (tubs, toilets, sinks, mirrors, floors)
- Clean kitchen (empty dishwasher, clean counters, refrigerators, microwave, table & floors)
- Vacuum floors and/or sweep & mop
- Sweep porches
- Deliver excellent customer service
- Create daily job lists and record all serviced rooms
- Maintain equipment in good condition
- Report any shortages, damages, or security issues
- Handle reasonable guest complaints/requests and inform others when required
- Check stocking levels of all consumables
- Fireplaces cleaned “ashes & garbage”
- Kitchen cleaned and guest supplies replenished
- Kitchen supplies counted and restocked if necessary (plates, glasses & utensils)
- Microwave, Stove & Oven cleaned
- Dishwashers emptied
- Comply with health and safety regulations and act in line with company policies and licensing laws

Requirements:

- Proven working experience in relevant field
- Ability to work independently and remain motivated
- Helpful with customer service orientation

- Prioritization and time management skills
- Professionalism along with speed and attention to detail
- Ability to work independently and remain motivated
- Able to work with many different types of people
- Positive attitude
- Able to work under extreme pressure
- Helpful with customer service orientation
- Prioritization and time management
- Professionalism along with speed and attention to detail
- Able to work- days, nights, weekends, and Holidays
- Housekeepers that clean “cabins” will use personal vehicle

Print Employee Name: _____

Employee Signature: _____ Date: _____