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| **JOB DESCRIPTION HEAD HOUSEKEEPER**  **Reports To:   \_\_\_\_Head Housekeeper   \_\_\_\_General Manager   \_\_\_\_Other**  **Required Tasks:**   * Inspect Rooms Per Brand Standards * Lead Housekeeping Team and motivate to team Perform and bring rooms in on time as needed for daily guest demand and proper check in. * Multi task in all areas of hospitality * Stock Cart and maintain in a neat an orderly fashion * Completely service guest rooms in 22 minutes or less according to hotel standards: including cleaning floors, walls and all other surfaces using specified chemicals and equipment and other duties/tasks as assigned by the GM and/or Head Housekeeper. * Make beds, move furniture * Operate and maintain vacuum * Record room status on Housekeeping Assignment Sheet * Place guest supplies in guest rooms * Empty and clean garbage cans * Clean and maintain equipment * Relay maintenance information to Front Desk * Must be in neat, clean uniform with name tag. * Follow all policies & procedures as outlined in the Employees Handbook. * Follow all company safety policies and procedures   **Required Skills:**   * Ability to read and comprehend emergency and security information, including labels and directions. * Ability to communicate emergency situations to supervisor in English. * Ability to work independently, with minimal supervision. * Ability to work scheduled hours and be on time. * Maintain a professional attitude to all guests, associates, and vendors.   **Physical Requirements:**   * Ability to move from guest room to guest room with exposure to the extremes of the climate of the location. * Ability to clean floors and hard to reach areas by hand. * NECK- Bending and twisting on occasion * AUDITORY- Ability to read and comprehend emergency and security information including liable and directions. Ability to communicate emergency situations to supervisor in English. Normal conversation. * HEARING- Ability to hear emergency alarms, telephone, conversation. * VISION- Legal normal vision with or without accommodation. * ARMS- Reaching, bending arms, light carrying, pushing, pulling. * HANDS- Finger dexterity, grasping. * TRUNK- Bending and twisting. * LEGS- Normal balance, crouching or kneeling. * FEET- Walking and standing for periods of time. |