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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.
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