

JOB DESCRIPTION – Housekeeping Associate

Reports To: ____ **Head Housekeeper** ____ **General Manager** ____ **Other**

Required Tasks:

- Stock Cart and maintain in a neat and 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 labels 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.

Transportation to and from the Hotel is the responsibility of the employee!! I have read and understand the job description as indicated and understand that any task that keeps the hotel running is a part of any job description. This description may be altered from time to time by INNVITE Hospitality, LLC

Signature _____ Date _____