

# Housekeeping Job Description

## **Job Summary:**

**To provide a high standard of cleanliness throughout the hotel and suites.**

## **Duties and Responsibilities:**

- **To clean rooms quickly, neatly, and efficiently.**
- **To ensure that guest room corridors are clean.**
- **To maintain neat and clean cart, equipment, storage rooms, and supplies.**
- **To maintain a friendly and approachable attitude towards guests and staff.**
- **To maintain a clean and professional appearance.**
- **To respect all hotel and suite equipment and property and use with care to avoid unnecessary damage.**
- **Document any deficiencies, including mechanical and electrical problems from the guest's rooms and report to the housekeeping supervisor.**
- **Label and submit all lost and found items to the housekeeping supervisor immediately.**
- **Complete all other duties as assigned.**