



## **JOB DESCRIPTION - POSITION: Housekeeper**

### **JOB OVERVIEW:**

Perform any combination of cleaning duties to maintain the cleanliness and safety of the hotel throughout the different areas.

**REPORTS TO:** Housekeeping Manager

### **ESSENTIAL JOB FUNCTIONS**

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, stairways, locker rooms and other work areas so that health standards are met.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
- Empty garbage and recycling in guestrooms, public areas including exterior garbage
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Remove debris from driveways, garages, and swimming pool areas.
- Replace light bulbs.
- Replenish supplies such as drinking glasses, linens, writing supplies, and bathroom items.
- Sort linen and other articles, load washing machines, and iron and fold dried items.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Deliver guest supplies when requested including additional towels, toilet paper and microwaves.
- Disinfect equipment and supplies, using medical grade approved cleaning products.
- Hang draperies, and dust window blinds.
- Move and arrange furniture, and turn mattresses.
- Observe precautions required to protect hotel and guest property, and report damage, theft, and found articles to supervisors.
- Prepare and clean meeting rooms prior and post events.
- Wash dishes and clean kitchens, cooking utensils, and silverware in suites.
- Clean all public spaces including executive offices, public washrooms, gym and pool area.

### **ESSENTIAL JOB REQUIREMENTS**

- Good communication skills
- Good interpersonal skills
- Attention to detail and accuracy
- Ability to work efficiently and independently
- Punctual and flexible scheduling
- Ability to follow all health & safety regulations, policies and procedures

Interested and qualified individuals please apply by sending your resume to: [housekeeping@cornwallramada.com](mailto:housekeeping@cornwallramada.com).