

Hotel Houseman Job Description

- Cleaning rooms, hallways, bathroom, windows, and common areas of the hotel
- Dusting furniture and mirrors, especially in public areas, such as lobby and bar areas in relation to guest's need to have their face visible through mirrors when they are coming into a business or walking around the hotel's property
- Refilling cleaning chemicals on specific tables that customers have requested that they be cleaned regularly (i.e. fruit and dessert table, etc.)
- Washing the windows and mirrors until they are clear and spotless.
- Changing linens, towels and sheets on timers 7 days a week as required by the hotel's cleaning schedule
- Changing fabrics on curtains every 3 weeks or so as needed by the hotel's cleaning schedule
- Making sure that items aren't left out at check-in time (i.e. keys, hotel identifying cards, etc.)
- Making sure that the cleaning products are in good working order (i.e. vacuums and other cleaning supplies)
- Cleaning bathroom areas such as mirrors and door in the ladies' room to remove soap scum prior to guest's arrival
- Making sure that all carpets are clean and spotless prior to guest's arrival
- Confirming that guest's room is ready for them when they arrive at the front desk or check-in area, with a smile.
- Confirming that guests have been taken care of properly
- Making sure that the area is kept clean and safe for the guests when they are still in the property
- Confirming guest's satisfaction with their room
- Removing garbage from the property to help prevent germs and odors at all times
- Making sure that all carpet areas are disinfected regularly to ensure that germs and bacteria can be killed on a daily basis.